

2013

Fellowship Application User Manual

Canadian
Breast Cancer
Foundation
ONTARIO



**Physicians, Nurses and
Allied Health
Professionals
Fellowship Awards**

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New in Fall 2013!

Category Two, Physician Fellowships have been divided into two streams: the research stream and the clinical training stream. Both streams now have the option of either full-time or part-time funding.

In addition to naming a supervisor it is mandatory for the Physician Fellow to name a mentor (Please see Section 7.9 for detailed information).

Category Three has been added to include, Nurses and Allied Health Professionals in both the research stream and clinical training stream. Both streams have the option of either full-time or part-time funding.

Valid transcripts may be uploaded directly onto the WebGrants online application (Please see page 7 for detailed information).

Official transcripts may be uploaded directly onto the WebGrants online application by the deadline of Tuesday October 15, 2013, no later than 5 p.m. Eastern Time (ET). (Official transcripts are those issued by the Registrar's Office to the applicant. The applicant may open and scan the official transcripts to upload onto WebGrants. Transcripts printed from the applicant's personal university account are not considered to be official).

Certified true copies of official transcripts are permitted for studies undertaken outside of North America, these may be uploaded directly onto the WebGrants online application by the deadline of, Tuesday October 15, 2013, no later than 5 p.m. Eastern Time (ET). (A certified true copy is defined as a copy of the original document or of the original translated document if official transcript is not in either English or French that has been certified to be a true copy of the original document by a commissioner of oath such as a notary or lawyer. The copy must bear the original signature and stamp of the official authority.

Signed letters of reference in unsecured **PDF format** must be emailed by the referees to, and received by, Ms. Yvonne Yeoh (Email: yyeoh@cbcf.org) by **Tuesday, October 15, 2013, no later than 5:00 p.m. (ET)**.

Application Deadline: Applications must be finalized and submitted online on WebGrants by **Tuesday, October 15, 2013, no later than 5:00 p.m. (ET)**.

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1. Using this Manual

This manual and *Fellowship Program and Policy Handbook Fall 2013* (which can be downloaded from www.cbcf.org/ontario/ApplyForGrants) contain detailed criteria, guidelines and instructions to help you prepare an application to the Fall 2013 **Canadian Breast Cancer Foundation - Ontario Region Fellowship Program**. Please ensure that you meet all eligibility requirements and understand funding guidelines prior to preparing a funding application.

Applicants are encouraged to contact CBCF - Ontario Region Allocations staff with any questions or clarifications on the Foundation's fellowship program objectives, funding priorities, or application requirements by email at: cbcfallocations@cbcfc.org.

After you have confirmed your eligibility to apply to the Fellowship Program, please follow the detailed instructions to complete your application using the online WebGrants system.

Canadian Breast Cancer Foundation Statement on Privacy and Confidentiality

The information requested on the Fellowship Application form is being collected to enable the Foundation to process and respond to your request for funding. The Foundation values your privacy and will keep all information in strict confidence except as noted herein.

Your proposal will be reviewed by employees and agents of the Foundation as necessary to ensure that it is suitable for formal review. The proposal will also be disclosed to peer reviewers for the purpose of soliciting their commentary, and to Advisory Committees and the Board of Directors as required to inform the decision-making and approval process. The Foundation will use your contact information for future correspondence and to keep you informed of our activities.

Disclosures and Information in the Public Domain

Summary data on the number of applications received, funding requested, number of proposals approved, total funding approved, areas of investigation and geographic representation are disclosed. Only funded Fellows, their Supervisor(s), and Host Organizations are publicly identified. Lists of Advisory Committee members and grant reviewers are made public following the completion of the grant review process. The Foundation provides information on funded projects to the Canadian Cancer Research Alliance for posting to their online database of cancer research in Canada (www.ccra-acrc.ca/default_en.htm), and on the International Cancer Research Portfolio website (www.cancerportfolio.org).

How to Contact CBCF - Ontario Region

Please contact Canadian Breast Cancer Foundation - Ontario Region Allocations Staff regarding any questions or clarifications on Foundation policies, procedures and guidelines at:

cbcfallocations@cbcfc.org

2. General Guidelines for Applicants

Application Process

- a) Download the *Fellowship Program and Policy Handbook* from the CBCF-Ontario Region website: www.cbcf.org/ontario/ApplyForGrants and review in detail to determine whether your proposed project meets CBCF-Ontario Region eligibility requirements.
- b) Use the *Fellowship Application User Manual – Fall 2013* as your guide to completing your application for funding. Together, the *Fellowship Program and Policy Handbook* and the *Fellowship Application User Manual* provide all the information applicants require to submit an application for Fellowship funding to CBCF-Ontario Region.

If you are eligible, register to use the WebGrants system (<http://webgrants.cbcf.org/>). Please note that it may take up to two business days to process your request for a new registration. If you have applied to CBCF previously, please log on to the WebGrants system using your existing User ID and Password.

Application Quality

The Foundation is committed to funding the highest quality research and clinical/professional training, with demonstrated relevance to and impact on the issue of breast cancer. Through a rigorous review process, the Foundation commits to arriving at funding decisions in a manner that is fair, transparent and equitable. The Foundation expects applicants to prepare competitive fellowship proposals that meet program criteria, are clear and complete in all respects and free of error. The same meticulous attention to detail that is required for preparation of a scientific paper for publication should guide applicants in the preparation of their proposal to the Foundation.

Application Formatting

In order to ensure fair treatment of all applicants, applications must meet program criteria, be complete in all respects and fully adhere to formatting requirements to be eligible for peer review. Applications not adhering to specified formats or criteria will be ineligible for peer review without appeal.

Application Submission

All applications must be submitted using CBCF's online WebGrants system. Applications must be finalized and submitted by **Tuesday, October 15, 2013, no later than 5:00 p.m. (ET)**.

Letters of Reference and Transcripts:

Letters of reference: Signed letters of reference in unsecured **PDF format** must be emailed by the referees to, and received by, Ms. Yvonne Yeoh (Email: yyeoh@cbc.org) by **Tuesday, October 15, 2013 no later than 5:00 p.m. (ET)**. It is the responsibility of the applicant to follow up with referees to ensure that letters of reference are submitted within the required timeframe.

Official transcripts are to be uploaded directly onto the WebGrants online application by the deadline of, Tuesday October 15, 2013, no later than 5 p.m. (ET). (Official transcripts are those issued by the Registrar's Office to the applicant. The applicant may open and scan the official transcripts to upload onto WebGrants. Transcripts printed from the applicant's personal university account are not considered to be official).

Certified true copies of official transcripts are permitted for studies undertaken outside of North America; these are to be uploaded directly onto the WebGrants online application by the deadline of, Tuesday October 15, 2013, no later than 5 p.m. (ET). (A certified true copy is defined as a copy of the original document or of the original translated document if official transcript is not in either English or French that has been certified to be a true copy of the original document by a commissioner of oath such as a notary or lawyer. The copy must bear the original signature and stamp of the official authority).

Late or Incomplete Applications and Required Documents

Late or incomplete application packages will not be accepted. The WebGrants system will not allow submission of applications **later than 5 p.m. (ET) on Tuesday, October 15, 2013**. Applications missing any required Letters of Reference or Original and/or Certified Transcripts will be considered incomplete and ineligible for formal review.

Eligibility Screening and Notification

Applications are carefully screened for eligibility prior to being assigned for peer review. Applicants will be informed by email no later than **Friday, December 13, 2013** whether their proposal is eligible for peer review.

If the application is ineligible for peer review the Applicant will be provided with the reason(s) for which the application is ineligible.

Fellowship Start Dates

If funded, Fellowships may commence July 1st or September 1st, 2014.

Notification of Funding Decisions

Preliminary Notification: Early April, 2014

Detailed Letter and Feedback: Early May, 2014

3. How to Apply for Fellowship Funding



This manual provides a step-by-step guide to completing your application for Fellowship funding online, using the WebGrants system.

Applicants are strongly encouraged to begin the application process early. It is the applicant's responsibility to ensure they allow sufficient time for securing required documents and signatures in time for submission by application deadlines.

Applicants must:

- carefully follow all instructions in this *User Manual* and refer to information provided in the *Handbook* as appropriate
- complete all application components, responding to all questions in each component
- carefully review their entire application prior to submission

In order to ensure fair treatment of all applicants, applications which are incomplete or do not adhere to specified criteria or formatting will be ineligible for peer review, without appeal.

For Assistance

Answers to most questions applicants may have will be found in the *Fellowship Program and Policy Handbook* and this *User Manual*. If, after consulting these reference documents, you have further questions or require additional assistance, or require help with technical aspects of the WebGrants system, please contact the CBCF-Ontario Region office by email at: cbcfallocations@cbcf.org.

Email is monitored during regular office hours (9am-5pm ET, Monday to Friday). The Foundation will reply within one business day to all requests for assistance.

4. Preparing to Use the WebGrants System

This section explains the steps involved in gaining access to the WebGrants system.

Set your web browser to: <http://webgrants.cbcf.org/index.jsp>

Existing WebGrants Users

1. Enter your **User ID** and **Password** to login. If you are not sure whether you have an existing WebGrants User Profile, or have lost your password, please contact the Foundation for assistance: cbclocations@cbc.org.
2. Go to **Step 2** to Update your **User Profile**.

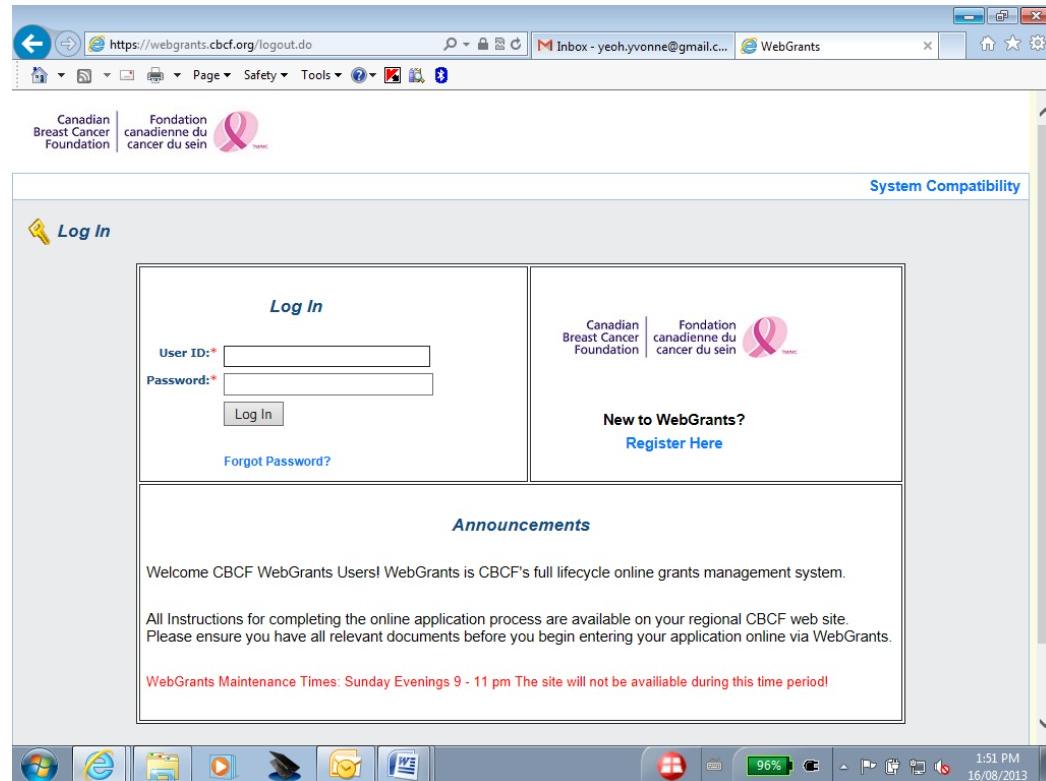
System Compatibility

The screenshot shows a "System Compatibility" page with the following sections:

- Operating Systems (OS)**:
The WebGrants software is compatible with the following Operating systems:
 - Microsoft Windows XP (all versions) and Windows Vista (all versions)
 - X Apple OS X
 - Linux 2.0, UNIX 3.0
- Browsers**:
The WebGrants software is compatible with the following Internet Browsers:
 - Microsoft Internet Explorer 6.0+
 - Mozilla Firefox 2.0+
 - Apple Safari 2.0+
 - Opera 9.0+

Step 1: Registering to become a WebGrants User

To register with the WebGrants system, click the **Register Here** link on the **Login** page.



(instructions continued on next page)

Complete all asterisked (*) fields and as many optional fields as you can on the Registration form.

The screenshot shows a registration form titled "Register". At the top right is a "Register" button. The form is divided into sections: "Personal Information", "Address", "Phone", and "Fax".

- Personal Information:** Fields include Name* (Salutation dropdown: Dr., First Name, Middle Name, Last Name), Title, Department, Citizenship*, Gender (Female dropdown), Region (Ontario dropdown), Address Line 1*, Address Line 2, and Address Line 3.
- Address:** Fields include City/Province/Postal Code* (City, Ontario dropdown, Postal Code/Zip), Country (Canada dropdown), and Phone* (two input fields with a note: "Phone Dashes appear automatically" and "Ext.").
- Phone:** A note states "Phone Dashes appear automatically" and "Ext.".
- Fax:** A note states "Dashes appear automatically".

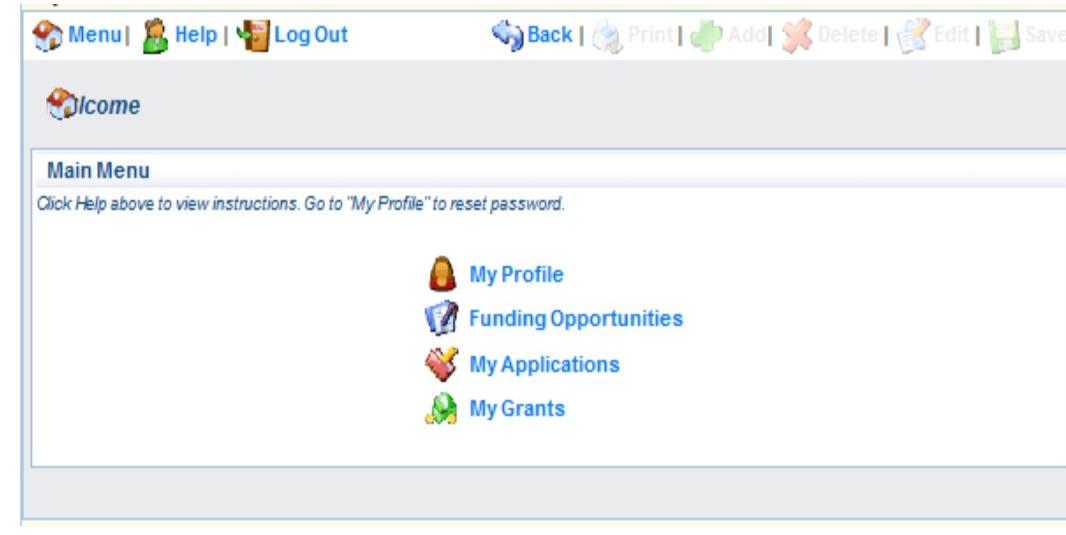
Eligible Registrants: Registration must be in the name of Fellowship applicant. The applicant must be a Canadian citizen or permanent resident of Canada, based in, or formally affiliated with an eligible project host organization (university, college, hospital, research institute or other qualified not-for-profit organization) in the Province of Ontario.

Please allow one business day for processing of your registration request.

You will receive another email when CBCF approves or disapproves your registration. If your registration has been approved, your User ID and Password will now be active and you may log into the system on the **Login** screen to complete Step 2: Updating your Grantee Profile.

Step 2: Updating your WebGrants Grantee Profile

1. After you have received an e-mail indicating that your WebGrants registration has been approved by CBCF, log in to the Login screen; click the **My Profile**  icon from the Main Menu.



[Menu](#) | [Help](#) | [Log Out](#)

[Back](#) | [Print](#) | [Add](#) | [Delete](#) | [Edit](#) | [Save](#)

Profile

My Profile

Reset Password

Name: [*]	Dr.	Jane	Doe		
Salutation	First Name	Middle Name	Last Name		
Title:					
Department:					
Citizenship: Canadian					
Gender: Female					
Region: Ontario					
Email: jdoe@cbcfc.org					
Address Line 1: 123 Main Street					
Address Line 2:					
Address Line 3:					
City/Province/Postal Code: [*]	Toronto City	Ontario State/Province	M1M 1N1 Postal Code/Zip		
Country:	Canada				
Phone: [*]	123-456-7890 Phone	Ext.			
Fax:					
Last Edited By: Jane Doe,					
Associated Organizations					
Name	Type	Website	Phone	City	State
Test Organization [For Ontario Region]	Foundation		455-554-5556	Toronto	Ontario

2. Click the **Edit** icon.

(instructions continued on next page)

The screenshot shows the 'My Profile' application window. At the top, there's a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar, the title 'My Profile' is displayed with a small user icon. The main form is titled 'My Profile' and contains the following fields:

- Name:** Dr. Jane Doe (Salutation: Dr., First Name: Jane, Middle Name: , Last Name: Doe)
- Title:** (empty field)
- Department:** (empty field)
- Citizenship:** Canadian
- Gender:** Female
- Region:** Ontario
- Email:** jdoe@cbcfc.org
- Address Line 1:** 123 Main Street
- Address Line 2:** (empty field)
- Address Line 3:** (empty field)
- City/Province/Postal Code:** Toronto, Ontario, M1M 1N1 (City: Toronto, State/Province: Ontario, Postal Code/Zip: M1M 1N1)
- Country:** Canada
- Phone:** 123-456-7890 (Phone Dashes appear automatically, Ext. field is empty)
- Fax:** (empty field) (Dashes appear automatically)

3. Review and confirm accuracy of profile information, and update as required.
4. Click the **Save** icon to return to My **Profile** Main Screen.
5. Click the icon on the upper left corner, to return to the Main Menu Screen.

5. Navigating WebGrants



This section provides basic information for applicants on how to navigate the WebGrants system.

Basic Navigation Tools: The WebGrants Navigation Bar

At the top of each WebGrants page are a series of icons representing action options or functions.



Icons that are grayed out are not available at that time, for that screen.

WebGrants Navigation Bar Icons



The **Menu** icon returns the applicant to the WebGrants Main Menu. For more information, please see the section, *Main Menu Instructions*, in this User Manual.



The **Help** icon opens a pop-up window with basic help information. If it does not contain the information you are seeking, please refer to this User Manual for help with specific components, or contact CBCF staff by email at cbcfallocations@cbcf.org for assistance.



The **Log Out** icon is used to end the applicant's WebGrants session. Logging out will not save entered information. You must Save the component on which you are working prior to logging out if you wish the entered information to be retained.



The **Back** icon is used to go back, usually to the previously viewed page, sometimes to the Components Menu. Please note that using the Back icon will NOT save any new information entered on the current page. To keep information newly entered, please use the Save icon before going Back.



The **Print** icon is active on pages which can be printed. This button will bring up a new window that will display the current screen's contents in printer friendly format. To print the page, use the Print function in your internet browser.



The **Add** icon is active when new entries can be made. It takes the applicant to a new screen to enter component information. Once information is entered, click on the Save icon to save the information entered to return to the current component. Sometimes summarized information will be displayed within the component. Should you wish to view the full entry, or edit the entry, click on the coloured (blue) text within the entry you wish to view or edit (see *Linked Words or Phrases*, below). To return to the component, use the Save icon again, or the

Back icon.



Delete The **Delete** icon is used to delete all entered information for a particular component. The applicant will be prompted to confirm that they wish to delete the information, prior to execution of this command.



The **Edit** icon is active when the contents of the page you are on can be changed. It takes the applicant to a new screen to add or edit component information. Once information is edited, Save the information entered to return to the component. All entered information will be displayed on the component screen.



The **Save** icon saves all entered information within a component, and takes the applicant back to the current component.

Other Navigation Tools

Linked Words or Phrases

When a word or phrase is shown in underlined blue text, this indicates that this is a link. To see further information related to the word or phrase, click on the word. Clicking on a linked word or phrase will open a new screen with the linked information. This information is sometimes display-only and sometimes editable using the Edit icon, as above. To return to the original screen, click the Save or the Back icon.

Dropdown Menus



For some items the applicant must select one of a number of optional responses. When this is the case, a shaded box with a down chevron will be displayed. Click on the chevron to display the available options and select the one which applies.

Mark as Complete

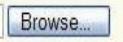
Applications are entered into WebGrants using "Components", which are mini-modules containing grouped information. Applicants are recommended to use the Component List as their main navigation point when entering applications, accessing and completing each component from this List. Components can be completed in any order.

On all individual component screens there is a **Mark as Complete** link on the right hand side of the screen. The **Mark as Complete** function is used to track which components you have completed and finished editing. Clicking the "**Mark as Complete**" link will activate a checkmark for that component on the Application Forms Screen. You can still return to components that have been marked as complete for further editing prior to submitting your application as required. **All** components must be completely filled out and "**Marked as Complete**" before your application can be submitted to the Foundation for assessment.

Masks

Some items require the applicant to enter information in a specific format, which is indicated through the use of a "mask". One such item is "Phone/Fax" (i.e. This field is pre-formatted to provide dashes between each set of numbers). Please confirm that your

information entered correctly within these items.

Attaching Documents  or 

On some component screens the applicant is permitted or required to attach documents to the application. This function is accessed by clicking the Add  icon, or the Attach  icon, depending on the component screen being utilized. Some components require the entry of a brief file description for clarity, when more than one file can be uploaded. Where indicated, the file description field must be filled out. The "Browse" button is used to find the file to be attached, and the "Upload File" or "Save" icon will save the file to the WebGrants systems.

Allowable File Formats: Adobe Acrobat (.pdf) only

Only attach files that are in plain unsecured PDF format (no digital signature, no password protection and no watermark – no background image or stationery formatting applied)

Deleting Attachments  or 

On screens where you have attached a document, clicking on the Delete Attachment icon  or the Trash Attachment icon  will delete your document. This will allow you to re-attach a new document.

Radio Buttons  Yes  No

On some component screens the applicant must select from among a number of optional responses using radio buttons. In some cases only one response is permitted; in other cases multiple responses are allowed. Please see individual component instructions regarding what is permitted for any given item. To select the desired response, click on the button by that response.

Entering Dates 

On some component screens applicants are required to enter specific dates. When this is required, a calendar icon will be displayed. Click on the calendar icon and, using the arrows at the top to scroll through the months, click on the desired date.

Certification Pages

Certification pages are required documents. To complete these components, the applicant must download the certification form from WebGrants. These forms should be printed, completed by the applicant, signed by the appropriate individuals, scanned, and saved on the applicant's computer and uploaded into the application using the Browse button, as above. Where two signatures are required on one form (for Host Organization, for example), if it is necessary to use two hard copies to obtain the two signatures, please scan the two pages into one document and attach it as single attachment.

Other Important Information

Completeness

*All questions are mandatory and must be answered in order for your application to be complete and ready for submission to CBCF for review. Certain questions however, may not apply to all applicants. For the components with questions that do not apply, applicants must click the *Mark as Complete* link, to indicate that the question/component does not apply to the applicant's current application and to enable submission of your application.*

Character Counts

Text box entry fields have preset maximum character counts. Character count maximums for larger entry fields will be indicated in the User Manual. The maximum character counts indicated include both characters and spaces. Should you encounter an error in saving data entered into a text box, check the character count of your entry to make sure you have not exceeded the maximum character count, then edit your entry before clicking the Save icon.

Fonts and Scientific Characters

It is recommended that applicants "cut & paste" larger text entries into WebGrants, and proof-read their text entries after saving to ensure that scientific characters and formatting have been retained as desired.

WebGrants Passwords

*If you forget your WebGrants password, click the *Forgot Password* link on the Login screen. Enter your User ID and email address in the displayed form and click *Submit*. Your password will be emailed to you at the email address in your profile; therefore it is essential that you enter your email address accurately on your profile page.*

*If you want to change your password, Login to the WebGrants system, click on the *My Profile* icon. Click the *Reset Password* link. Enter and confirm the new password. Click the *Save* icon.*

Document Naming

To ensure reviewers are able to match attached documents to the appropriate components and questions, please use the following file-naming protocol:

[applicant's surname]-[detail].pdf

For example:

Smith-array table.pdf

CIHR-other funding.pdf

Allen-cv.pdf

6. Main Menu Instructions



This section provides an overview of the Main Menu screen and the Components found there.

Main Menu

The modules displayed on the Main Menu are as follows:

The screenshot shows the Main Menu screen with the following elements:

- Top navigation bar with links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, Save.
- Welcome message: Welcome
- Main Menu title: Main Menu
- Instructional text: Click Help above to view instructions. Go to "My Profile" to reset password.
- Module icons and labels:
 - My Profile (User icon)
 - Funding Opportunities (Newspaper icon)
 - My Applications (Handshake icon)
 - My Grants (Globe icon)

My Profile

This module allows you to reset your password, as well as edit your personal contact information. Please see “Updating your Grantee Profile”, on page 11 for more information.

Funding Opportunities

To **View** Funding Opportunities (Calls for Proposals) available in Ontario, click the **Funding Opportunities** icon. This will display a list of all open Opportunities, their Program Areas, and Proposal Deadlines. Ontario Region Fellowship funding is only available to applicants planning to train/study in the province of Ontario.

The screenshot shows a web-based application interface for managing funding opportunities. At the top, there are navigation links: 'Menu', 'Help', 'Log Out' on the left, and 'Back', 'Print', 'Add', 'Delete', 'Edit', 'Save' on the right. Below these, a title 'Funding Opportunities' is displayed with a small icon. A section titled 'Current Funding Opportunities' contains a brief summary: 'This screen contains a brief summary of this opportunity. The deadline displays the due date of the application. You will be unable to submit an application after this date.' Below this, a note says 'Click on the title to open the Funding Opportunity summary.' A table follows, listing four funding opportunities:

ID	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
146	Ontario - Fellowship Funding	Fellowship Funding September 4		09/30/2009
152	Ontario - Community Based Research - Implementation Grant	Implementation September		09/30/2009
150	Ontario - Research Project	Research		09/30/2009
63	Ontario - Community Based Research - Partnership, Planning and Development Grant	testing partnership 3		09/30/2009

To view a particular Funding Opportunity, click on the link under **Opportunity Title**. A screen with Opportunity Details will be displayed. The *Fellowship Program and Policy Handbook* and *Fellowship Application User Manual* can also be accessed from this page. Also displayed will be titles and status of any applications you may already have made to this Opportunity. This screen can be printed using the print function of your web browser.

Funding Opportunities

Current Applications
Any previously created applications, for this opportunity, appear below

ID	Application Title	Status
147		Editing
158		Editing
160		Editing
159		Editing

Opportunity Details [Start a New Application](#)

146-Fellowship Funding September 4
Ontario - Fellowship Funding
Application Deadline: 09/30/2009

Award Amount Range:	Not Applicable	Program Officer:	Amber Howard
Project Start Date:		Phone:	111-111-1111 x
Project End Date:		Email:	ahoward@cherpa.ca
Award Announcement Date:			

Description

Description

Attachments
Click on the File Name to open attachment

Description	File Name
-------------	-----------

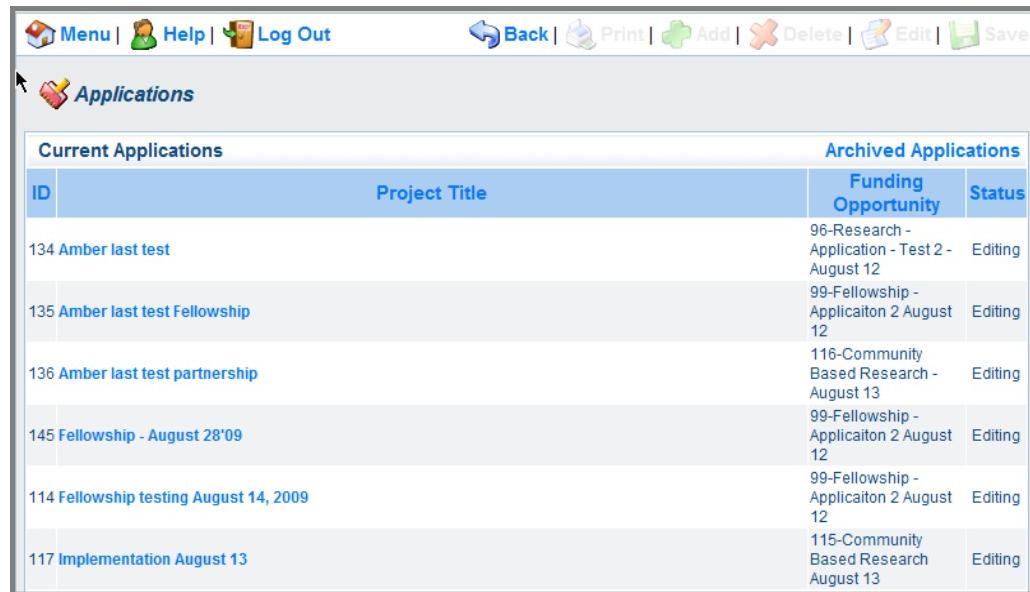
Website Links
Click on the URL to go to website

URL	Description
-----	-------------

To Apply to a particular Funding Opportunity, click the **Start a New Application** link. This will take you directly to the first Application Component to begin entering your application.

My Applications

The **My Applications** module displays a list of all recent applications, and shows the current status of each (Editing, Submitted, Correcting, Under Review and Approved). To view applications in other statuses, click on the Archived Applications link.



The screenshot shows the 'Applications' screen in WebGrants. At the top, there are navigation links: 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the header, the title 'Applications' is displayed above a grid. The grid has two sections: 'Current Applications' and 'Archived Applications'. The 'Current Applications' section contains rows for projects with IDs 134, 135, 136, 145, 114, and 117. The 'Archived Applications' section contains rows for projects with IDs 96, 99, 116, 99, 99, and 115. Each row includes columns for 'ID', 'Project Title', 'Funding Opportunity', and 'Status'.

Current Applications		Archived Applications	
ID	Project Title	Funding Opportunity	Status
134	Amber last test	96-Research - Application - Test 2 -	Editing
135	Amber last test Fellowship	99-Fellowship - Applicaiton 2 August 12	Editing
136	Amber last test partnership	116-Community Based Research -	Editing
145	Fellowship - August 28'09	99-Fellowship - Applicaiton 2 August 12	Editing
114	Fellowship testing August 14, 2009	99-Fellowship - Applicaiton 2 August 12	Editing
117	Implementation August 13	115-Community Based Research August 13	Editing

Clicking on an application's **Project Title** will display the application.

My Grants

The **My Grants** screen is designed to display titles of previously funded applications (Awards) from the Fall 2008 grant call forward (This module is under development).



The screenshot shows the 'Award Tracking' screen in WebGrants. At the top, there are navigation links: 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the header, the title 'Award Tracking' is displayed above a grid. The grid has two sections: 'Current Awards' and 'Closed Awards'. The 'Current Awards' section contains a single row for an award with ID 1. The 'Closed Awards' section contains a single row for an award with ID 1. The grid includes columns for 'ID', 'Status', 'Year', 'Name', and 'Program Area'.

Current Awards					Closed Awards
Awards with the status Underway or Suspended appear on this list. To view other awards, click closed awards link.					
ID	Status	Year	Name	Program Area	
1					

7. Fellowship Application Components

7.1 General Information



This is the initial step to completing a Fellowship application. This component requests the full scientific title of your planned Fellowship.

1. Login to the Main Menu.
2. Click on the **Funding Opportunities**  icon from the Main Menu.

 Funding Opportunities				
Current Funding Opportunities				
<small>This screen contains a brief summary of this opportunity. The deadline displays the due date of the application. You will be unable to submit an application after this date.</small>				
<small>Click on the title to open the Funding Opportunity summary.</small>				
ID	Program	Opportunity Title	Pre-Application Deadline	Application Deadline
146	Ontario - Fellowship Funding	Fellowship Funding September 4		09/30/2009
152	Ontario - Community Based Research - Implementation Grant	Implementation September		09/30/2009
150	Ontario - Research Project	Research		09/30/2009
63	Ontario - Community Based Research - Partnership, Planning and Development Grant	testing partnership 3		09/30/2009

Choose the Funding Opportunity from the list of available options.

(instructions continued on next page)

Funding Opportunities

Current Applications

Any previously created applications, for this opportunity, appear below

ID	Application Title	Status
147		Editing
158		Editing
160		Editing
159		Editing

Opportunity Details

Start a New Application

146-Fellowship Funding September 4
Ontario - Fellowship Funding
Application Deadline: 09/30/2009

Award Amount Range: Not Applicable Program Officer: Amber Howard
Project Start Date: Phone: 111-111-1111 x
Project End Date: Email: ahoward@cherpa.ca
Award Announcement Date:

Description

Description

Attachments

Click on the File Name to open attachment

Description	File Name

Website Links

Click on the URL to go to website

URL	Description

3. Click on **Start a New Application** at the top right hand side of the screen to create an application for this funding opportunity.

(instructions continued on next page)

General Information

This page must be completed and saved before proceeding with the rest of the application process

Project Title: (limited to 350 characters)

Organization:

[Return to top to save](#)

4. Enter the **Project Title** of your application.
5. Choose your **Host Organization** from the drop down menu.
6. Click on the **Save** icon to save the information you have entered.

Application

5015 - [TEST] - ON Fellowship Grants Fall 2010

Application Number: 5033

Project Title: Fellowship Fall 2010

Program Area: Ontario - Fellowship Funding

Proposal Deadline: 12/31/2010

Instructions

To continue with the remaining parts of the application, click on the "Go to Application Forms" link below.

General Information	Go to Application Forms
System ID: 5033 Project Title: Fellowship Fall 2010 Primary Contact: Jane Doe Organization: Test Organization [For Ontario Region]	

Last Edited By: Jane Doe, 09/14/2010

7. Click on the **Go to Application Forms** link to complete the remaining application components.

7.2 Fellowship Category and Funding Duration



Applicants must indicate the category and level of fellowship being applied

- Click on **Fellowship Category and Funding Duration** from the components list.

The screenshot shows the 'Application' screen for a draft application. The application number is 13234 - ON Fellowship Program Physicians, Nurses & Allied Health Professionals 2013 - DRAFT. The project title is Test application August 16, 2013, and the program area is Ontario - Fellowship Funding. The proposal deadline is listed as 'Proposal Deadline:'. Below this, the 'Fellowship Category and Funding Duration' section is displayed. It includes dropdown menus for 'Fellowship Category' (set to Physician), 'Fellowship Focus' (set to Nurse), and 'Full-Time/Part-Time' (set to Part Time). A percentage input field shows '25.0' with 'Part-Time %' below it. An 'Anticipated Start Date' field contains '07/01/2014'. At the bottom right of the application screen is a 'Return to Top' link. The bottom of the image shows the Windows taskbar with various icons and the system tray indicating battery level (96%), date (19/08/2013), and time (12:15 PM).

- Choose your **Fellowship Category** from the drop down menu.

Descriptions of fellowship categories and requirements are provided in the *Fellowship Program and Policy Handbook*.

- Choose your **Fellowship Focus** from the drop down menu.
- Choose the **Full-Time** or **Part-Time** option from the drop down menu.

Choose one of the three **Full-Time** options **or** if **Part-Time** is chosen, please provide the percentage of full-time funding for which you are requesting.

- Click on the **Calendar** icon to choose the **Anticipated Start Date**.

Funded Fellowships are expected to commence on July 1 or September 1, 2014.

6. Click on the **Save**  icon to save the information you have entered.
7. Click on the **Mark as Complete** link to return to the components menu.

7.3 CSO Coding



Applicants must indicate in this component which Common Scientific Outline (CSO) Codes most closely match the topic of their proposed work.

1. Click on **CSO Coding** from the components list.

2. Use the drop down menu to choose three different, sub/numerical CSO Codes that best describe the Primary, Secondary and Tertiary focus areas of the project for which funds are being requested.

More details on the various CSO Codes can be found in:
<https://www.icrpartnership.org/CSO.cfm>

3. Click on the **Save** icon to save the information you have entered.
4. Click on the **Mark as Complete** link to return to the components menu.

Note: Please select focus areas with a sub/numerical CSO code only.

7.4 Lay Language Summary of Project

The **Lay Language Summary of Project** is used to describe your project to Foundation stakeholders and the general public.

Click on **Lay Language Summary of Project** from the components list.

The screenshot shows the WebGrants application interface. At the top, there is a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar, the title "Application" is displayed. The main content area shows the details of an application: "5015 - [TEST] - ON Fellowship Grants Fall 2010". It includes the following information:

- Application Number:** 5033
- Project Title:** Fellowship Fall 2010
- Program Area:** Ontario - Fellowship Funding
- Proposal Deadline:** 12/31/2010

Below this, a section titled "Lay Language Summary of Project" is shown. It contains the instruction "Lay Summary" and a note: "See User Manual for Instructions. Please limit your response in this section to 1500 characters." A rich text editor toolbar is visible above a large text area for input. At the bottom right of the text area, there is a link "Return to top to save".

1. Enter a **Lay Language** summary of your Fellowship project and/or activities in the text box provided, clearly describing in plain English:
 - a. What gap – in research or health care – will be addressed by this Fellowship (i.e. what is the rationale for this work)?
 - b. A brief description of what you intend to accomplish during the Fellowship, including key objectives, and any hypotheses or methods if applicable (in plain language)
 - c. Expected outcomes, including how they relate to the Foundation's Vision, Mission, and Program Objectives, and how you will ensure these are realized (through

knowledge translation activities, for example)

The text box will accept a maximum of 1500 characters (including spaces). *Note: text boxes have a limited buffer beyond the maximum amount to accommodate characters used for hidden formatting.

2. Click on the **Save**  icon to save the information you have entered.
3. Click on the **Mark as Complete** link to return to the components menu.

7.5 Project Objectives (Aims)



Applicants are required to outline 1-5 project objectives (aims). These objectives (aims) will be used to measure progress in the fellowship reporting. These Project Objectives are a component of your Detailed Project Proposal, please "cut and paste" them from your proposal into the text box provided in this component.

Note: The Project Objectives (Aims) provided here must be identical to the Objectives (Aims) in your Detailed Project Proposal.

1. Click on **Project Objectives (Aims)** from the components list.

Menu Help Log Out		Back Print Add Delete Edit Save			
Application					
99 -					
Application Number: 145 Project Title: Program Area: Proposal Deadline: 08/31/2009					
Project Objectives		Mark as Complete Go to Application Forms			
Objective/Aim:		Description:			
<small>Last Edited By:</small>					

2. Click the **Add** icon at the top of the screen.
(instructions continued on next page).

The screenshot shows the 'Application' screen in WebGrants. At the top, there are navigation links: 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the header, the title 'Application' is displayed with a small icon. A status bar shows '99 -'. The main content area has a yellow background and displays the following information:

- Application Number: 145
- Project Title: (empty)
- Program Area: (empty)
- Proposal Deadline: 08/31/2009

A section titled 'Project Objectives' is open, containing two fields:

- Objective/Aim: * (text input field)
- Description: * (text area with scroll bars)

At the bottom right of the form, there is a link 'Return to top to save'.

3. In the **Objective/Aim** text box, briefly describe your project objective.
4. "Cut and Paste" the **Project Objectives (Aims)** from your Detailed Project Proposal into the **Description** text box.
5. Click on the **Save** icon to save the information you have entered
6. Repeat steps 2 to 5 for each additional project objective.
7. Click on the **Mark as Complete** link to return to the components menu

7.6 Detailed Project Proposal



Applicants must provide a detailed project proposal, following specific content and formatting guidelines. The Detailed Project Proposal should be completed off-line, **converted to unsecured PDF format**, and attached to this component.

The following files are to be attached to this component and all must be formatted as per the instructions below:

- **File #1: Detailed Project Proposal** of up to ten (10) pages, plus definitions of acronyms and references (definitions of acronyms and references are not included in the 10-page count); Figures/Tables/Charts are NOT allowed in this document (they are to be uploaded as separate documents, see below).
- **File #2: Figures/Tables/Charts** of up to five (5) pages (**if applicable**)
- **Additional Files:** Study Surveys and Questionnaires (**if applicable**)

In order to promote fairness for all applicants, proposals varying from the prescribed formatting standards will be ineligible for peer review without appeal.

File #1: Detailed Project Proposal

Required Formatting – Detailed Project Proposal:

Written text of up to a maximum of five (5) numbered pages (Section A & B), or ten (10) numbered pages (Sections A, B &C), **double-spaced with 12-point font (Times New Roman)**, plus definitions of acronyms and references. Condensed fonts or condensed character spacing may not be used. No Figures/Tables/Charts are allowed in this document, they must be uploaded as separate documents.

- Every page of text must clearly display visible **line numbers in the left margin** and each page must be numbered independently (i.e. each page starts with line '1'). **No page may exceed 23 lines.**
- **Top, bottom and side margins must be not less than 1 inch.** Top, bottom and side margins should be adjusted to ensure 23 lines per page, as above.
- Every page must have **fellowship applicant's full name in the header**
- Attach list of definitions for acronyms used and proposal references within

- the detailed proposal directly after the proposal in the same document
- All of the above information must be compiled and converted to one unsecured PDF file.

Contents of Detailed Project Proposal:

The items below should be addressed within the detailed project proposal. It is not necessary to duplicate the section headings. Proposals are subject to methodological and statistical review (where applicable) so please ensure that sufficient information is provided to inform assessments of methodological and statistical components of the proposed project, including power calculations (if applicable).

All applicants' Detailed Project Proposals must include:

- Section A: Clinical/Professional Training and Career Development Plan, and
- Section B: Fellowship Timetable/Milestones.

Applicants including a research project as part of their Fellowship should also include:

- Section C: Research Project Details

Note: For applicants submitting Sections A & B only, up to five (5) numbered pages may be submitted, plus definitions of acronyms and references (if applicable). For applicants submitting Sections A, B & C, up to ten (10) numbered pages may be submitted, plus definitions of acronyms and references.

Section A. Training Plan/Career Development (all applicants)

- Document the research, consultations or requirements that led to the development of this training plan.
- Outline the goals and objectives of your clinical/professional training and career development activities.
- Provide a detailed description of the training program including courses, papers, teaching duties and other activities (both formal and informal) that make up your training program.
- Include details such as who will be providing the training, duration, and number of sessions, etc.
- Demonstrate how the training plan will develop your knowledge and/or expertise related to breast cancer/breast health, and how this will contribute to your future practice as a health care professional.
- Describe how the proposed training responds to breast cancer and/or breast health needs or gaps.

- Indicate if you currently have an offer of employment from an institution following completion of the Fellowship – or if your current employer has indicated opportunity for advancement.
- Identify if the project/training plan establishes or builds on linkages and/or partnerships within the breast cancer community.
- If applying at early Masters or PhD levels, briefly outline career vision.
- If applying at late Masters or PhD levels, briefly outline future career plans.
- If Fellowship duration exceeds one year, demonstrate how second and third year activities will build upon prior year results.
- Describe how knowledge gained through this fellowship will be shared and applied.

Section B. Fellowship Timetable/Milestones (all applicants)

Provide a timetable (by Fellowship month) for all Fellowship training and/or research activities and identify specific milestones to be achieved within the project.

Section C. Research Project Details (as applicable to Fellowship)

All subsections must be included and clearly labeled.

Background Data

- Review of relevant literature, relevant preliminary data and/or consultations that led to the development of this project

Rationale for the Project

- Explain why this project is being proposed and what you hope to achieve
- Demonstrate how the project builds upon existing knowledge and/or expertise

Hypothesis/Research Question

- Identify the key concept(s) or correlation(s) to be tested, or the research question to be answered

Objectives

- Identify a limited number of specific, concise and measurable objectives for the project

Project Design

- Specify study parameters and inclusion/exclusion criteria

- Demonstrate that the research design is appropriate for the questions being asked and that the data generated will answer the questions asked
- Explicitly state assumptions

Research Methodology

- Describe methods to be used, in sufficient detail that reviewers will understand the steps/protocols
- Demonstrate that the research methods match the specific objectives for the project
- Reference established/validated instruments or methodologies whenever possible
- Statistically justify sample size (for studies involving human research subjects, specify the population of interest, how accrual rates have been determined and evidence that accrual expectations will be met)

Data Analysis

- Specify subgroups and stratification parameters for statistical analysis
- Provide biostatistical information (sample size calculations, power estimates, etc.). Formal consultation with a biostatistician is highly recommended for most projects
- For qualitative projects, please provide justification for chosen analysis(es)

Resources

- Demonstrate that you will acquire the necessary human and material resources to complete the project as planned

Risks

- Identify anticipated risks to completing the project as planned and strategies to be used to mitigate risk

File #3: Figures/Tables/Charts

Applicants may attach, in a separate PDF file, a maximum of up to five (5) pages of figures/tables/charts and associated legends. The associated legends must contain only the information necessary to understand the data being presented and not be used to circumvent the detailed proposal page length limitations. The figures, tables and charts should be saved to the "Detailed Project Proposal" component as one distinct PDF file.

Additional Files: (if applicable)

If the project methodology includes the use of **study surveys and questionnaires**, these items should be saved to the "Detailed Project Proposal" component as separate PDF file(s).

Please Note: No other project or supporting information may be attached to the "Detailed Project Proposal" component of the application. Additional attachments, such as background materials, supporting documents may be uploaded to the "Attachments" component towards the end of the application form. Applicants are advised however, that peer reviewers are not obligated to review these additional attachments.

1. Click on **Detailed Project Proposal** from the components list.
2. The **Detailed Project Proposal (File #1)** should be saved as **unsecured PDF** format, and attached in this component.

The screenshot shows the 'Application' component interface. At the top, there are navigation links: 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add' (represented by a green plus icon), 'Delete' (represented by a red minus icon), 'Edit', and 'Save'. Below the header, the title 'Application' is displayed with a small heart icon. A sub-header '99 -' is followed by the 'Application Number: 145'. Underneath, there are fields for 'Project Title:', 'Program Area:', and 'Proposal Deadline: 08/31/2009'. At the bottom of the main area, there is a table with two columns: 'Detailed Project Proposal' and 'Mark as Complete | Go to Application Forms'. The 'Detailed Project Proposal' column contains a link 'Description'. The 'Mark as Complete' and 'Go to Application Forms' links are located in the 'Mark as Complete' column. On the right side of the table, there is a 'File Name' column and a 'Last Edited By:' field.

3. To attach the **Detailed Project Proposal (File #1)**, click the **Add** icon at the top of the page.

The screenshot shows the 'Attach File' dialog box. It features a header with the same navigation links as the previous screen: 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the header, the title 'Attach File' is shown with a small heart icon. The main area contains two input fields: 'Upload File:' with a 'Browse...' button and 'Description:' with a large text input area.

4. Click on the **Browse** button to search for the document on your computer

5. In the **Description** text box provide a description of the file attachment (This description is required to complete this component, see File Naming Convention below).
6. Click on the **Save**  icon to save your selected document.
7. Click on the **Add**  icon to add **Figures/tables/charts (File #2)** pertaining to the Detailed Project Proposal. Click on the **Save**  icon to save your selected document (Single PDF file).
8. If applicable, click on the **Add**  icon to add **Study Surveys and Questionnaires**.
9. Click on the **Save**  icon to save your selected document.
10. Click on the **Mark as Complete** link to return to the components menu.

File Naming Convention:

File #1 Detailed Project Proposal:

Surname-Detailed Proposal.pdf

File #2 Figures/Tables/Charts:

Surname-Figures Tables.pdf

Study Surveys and Questionnaires (if applicable):

Surname-Survey Questionnaire #.pdf

Note: Allowable File Format - Adobe Acrobat (.pdf) only

Only attach files that are in plain unsecured PDF format (no digital signature, no password protection and no watermark – no background image or stationery formatting applied)

7.7 Anticipated Impact/Relevance to Breast Cancer

This is a mandatory component. Please provide a description of the Anticipated Impact/Relevance to Breast Cancer of the training program and project (if applicable) in the text box provided. (The text box will accept a maximum of 1500 characters, including spaces).

1. Click on **Anticipated Impact/Relevance to Breast Cancer** from the components list.
2. Click on the **Edit** icon at the top of the screen.

The screenshot shows the WebGrants application window. At the top, there's a toolbar with various icons like back, forward, search, and save. The address bar shows the URL: https://webgrants.cbcf.org/editComponent.do?property/doc. The main header says "Inbox - yeoh.yvonne@gmail.com" and "WebGrants". Below the header, there's a logo for the Canadian Breast Cancer Foundation and its French equivalent. The main content area has a title "13233 - ON Fellowship Program Academic Research Stream (PhD/PDF) 2013 - DRAFT". Underneath, it lists the "Application Number: 13236", "Project Title: Test Fellowship Academic Stream 2013", and "Program Area: Ontario - Fellowship Funding". A "Proposal Deadline:" field is also present. Below this, there's a section titled "Anticipated Impact/Relevance to Breast Cancer" with a rich text editor toolbar. The bottom of the window shows a taskbar with icons for Windows, Internet Explorer, File Explorer, and other applications, along with system status information like battery level, time (3:19 PM), and date (16/08/2013).

3. In the text box, please:
 - Describe the proposed training and project (if applicable) outcomes, and how they relate to the Foundation's Mission, Vision, and Grant Program Objectives.
 - Describe how the proposed training and project (if applicable), if successful, will help to advance the breast cancer field.
4. Click on the **Save** icon to save your selected document.
5. Click on the **Mark as Complete** link to return to the components menu.

7.8 Abstract



The Technical Abstract is used to describe your proposed fellowship to Scientific and Health Care Professional stakeholders. It will also be used in the peer reviewer recruitment process to match the focus of your proposal to reviewer's areas of expertise and to determine potential conflicts of interest. Please complete ALL fields. This is a mandatory component

1. Click on **Abstract** from the components list.

Application Number: 5033
 Project Title: Fellowship Fall 2010
 Program Area: Ontario - Fellowship Funding
 Proposal Deadline: 12/31/2010

Abstract

Investigators/Departmental Affiliation/Organization:
 Title of Project:
 Keyword 1:
 Keyword 2:
 Keyword 3:
 Keyword 4:
 Keyword 5:
 Scientific Abstract:
Please limit your response in this section to 3800 characters.

Font family: [dropdown] Font size: [dropdown] [rich text editor toolbar]

2. In the first text box, please include **Names, Department affiliation(s) and Organization(s)** of the following individuals, separated by a semi-colon.
 - **Fellowship Applicant**

- **Fellowship Supervisor(s)**
 - **Fellowship Mentor** (for Physician fellows only)
 - **Other research investigators** (if applicable)
3. Enter the **Title of the Project** or training plan.
 4. Enter up to five **Keywords** that describe the scientific and technical aspects of the project and/or focus of the training plan. You must enter at least one Keyword.
 5. Enter or "cut and paste" the Technical Abstract in the text box provided. ("Cut and paste" is recommended. Please single space). The text box will accept a maximum of 3800 characters (including spaces).
- *Note: text boxes have a limited buffer beyond the maximum amount to accommodate characters used for hidden formatting.

Please provide the following:

- a. Background/Rationale for the proposed clinical/professional training and/or research
- b. Training Objectives and Hypothesis/Research Questions and Objectives (if applicable)
- c. Training and Research Designs and Methods (as applicable)
- d. Fellowship Timetable/Milestones
- e. Anticipated Fellowship Outcomes:
 - i. How the Fellowship will prepare you to contribute to breast cancer care and/or research and your future career plans
 - ii. Anticipated Training and Research outcomes (as applicable)

The Technical Abstract must describe the clinical/professional training and activities proposed, including objectives of training, methods, and the significance of the training to breast cancer/breast health field.

For Fellowships with a research component, the Technical Abstract must clearly state the nature of the research question to be investigated, project objectives, methodologies to be used, as well as the significance of the research/training to the breast cancer/breast health field.

6. Click on the **Save**  icon to save the information you have entered.
7. Click on the **Mark as Complete** link to return to the components menu.

7.9 Fellowship Applicant, Supervisor(s) and Mentor



In this component, fellowship applicants must provide contact information for themselves, their Supervisor(s) and Mentor (Physician fellows only). Attach a C.V. and Certification page for each of the following, the Fellowship Applicant, Supervisor(s) and Mentor (if applicable). Applicants must indicate at least one (or at most two) Fellowship Supervisor(s), and Physician applicants must indicate a Mentor; at least one Supervisor must be affiliated with the Project Host Organization. Please see "Additional Information", below, for Supervisor requirements and commitments.

The Fellowship Applicant must be a Canadian citizen or permanent resident of Canada. Proof of citizenship or permanent resident status must be provided as an attachment in the "Attachments" component. Scan of current passport, birth certificate or front and back of your permanent resident card may be provided.

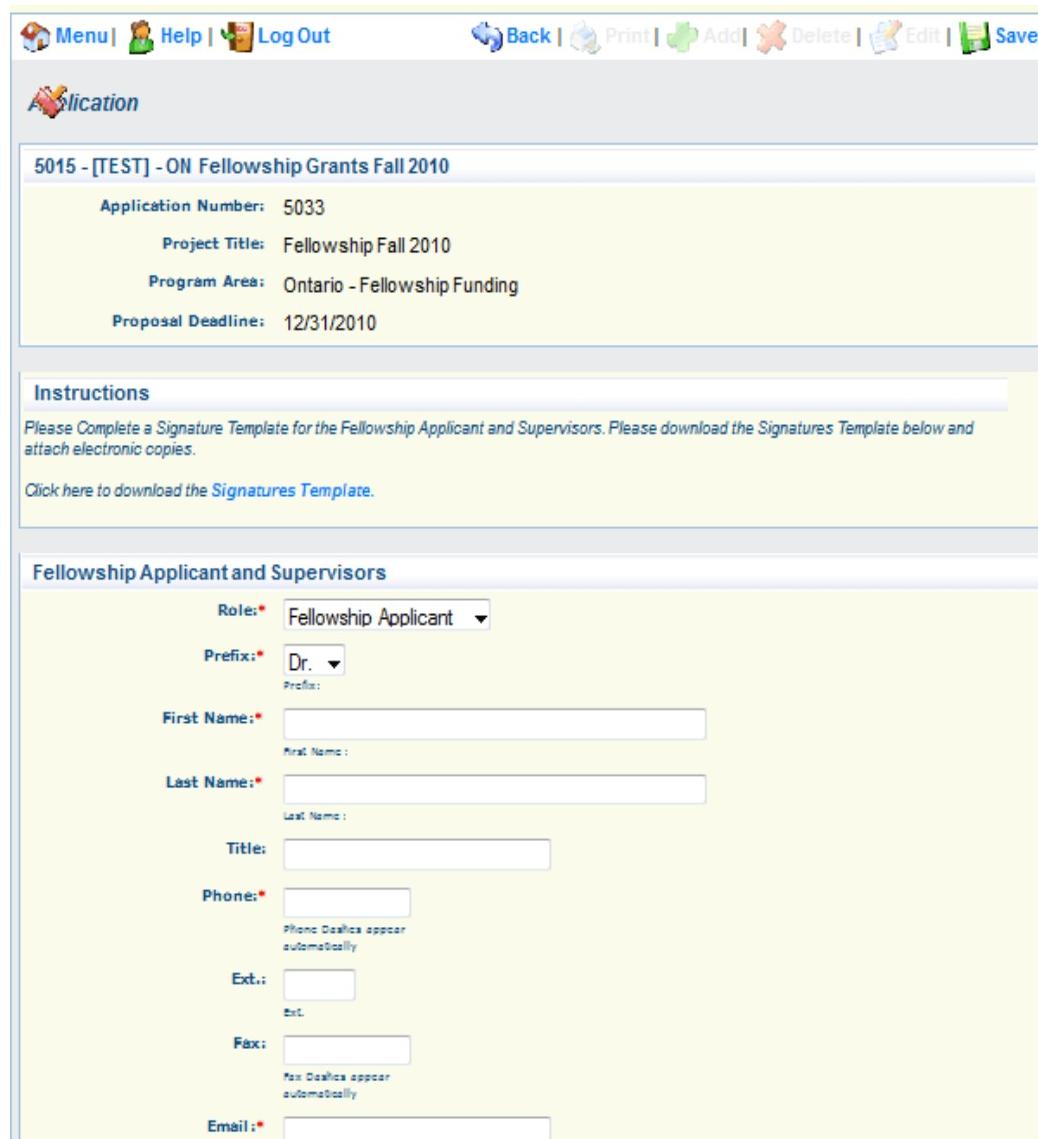
1. Click on **Fellowship Applicant, Supervisor(s) and Mentor** from the components list.

Fellowship Applicant and Supervisors		Mark as Complete Go to Application Forms	
Role:	First Name:	Last Name:	Organization:
			Attach CV: <input type="button" value="Browse"/>
			Signature Template: <input type="button" value="Browse"/>
Last Edited By: [Redacted]			

2. Click on the **Signatures Template** link and save the template to your computer. Fill out one template for the fellowship applicant, and Primary and/or Secondary Supervisor(s), and Mentor (if applicable). Print each form and obtain the Commercial Interest/Conflict of Interest disclosure and certifying signature from each of the above, and scan and save one completed **Fellowship Applicant, Supervisor's and Mentor's Certification**

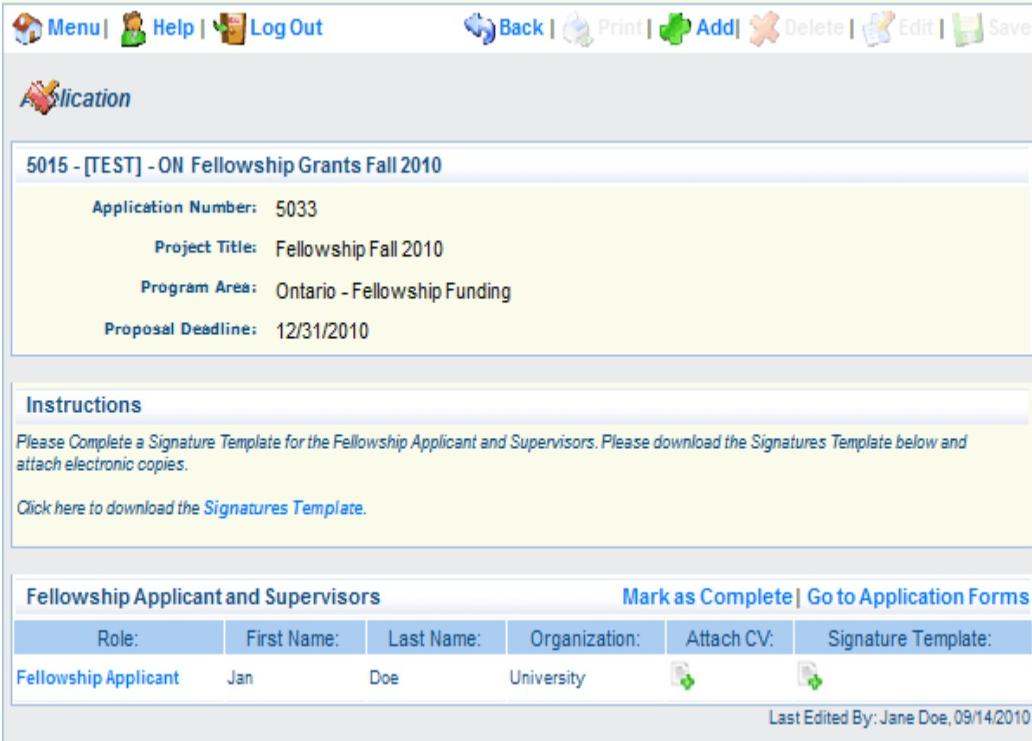
for each of individual, to your computer. (Note: unsecured PDF format)

3. Click on the **Add**  icon at the top of the screen.



The screenshot shows the 'Application' screen for '5015 - [TEST] - ON Fellowship Grants Fall 2010'. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add (highlighted with a green plus icon), Delete, Edit, and Save. Below the header, the application number is 5033, the project title is 'Fellowship Fall 2010', the program area is 'Ontario - Fellowship Funding', and the proposal deadline is '12/31/2010'. A section titled 'Instructions' contains a note about completing a signature template and a link to download it. The main form is titled 'Fellowship Applicant and Supervisors' and includes fields for Role (set to 'Fellowship Applicant'), Prefix (set to 'Dr.'), First Name, Last Name, Title, Phone, Ext., Fax, and Email. Each field has a small note indicating where to click to reveal dropdown menus.

4. Complete **ALL** fields on this page with the Fellowship Applicant's information, using drop down menus where applicable.
5. Click on the **Save**  icon to save the information you have entered.



The screenshot shows the 'Application' screen for a fellowship grant. At the top, there are navigation links: 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the header, the title '5015 - [TEST] - ON Fellowship Grants Fall 2010' is displayed. The application details are listed as follows:

- Application Number: 5033
- Project Title: Fellowship Fall 2010
- Program Area: Ontario - Fellowship Funding
- Proposal Deadline: 12/31/2010

In the 'Instructions' section, there is a note: 'Please Complete a Signature Template for the Fellowship Applicant and Supervisors. Please download the Signatures Template below and attach electronic copies.' A link 'Click here to download the Signatures Template.' is provided.

The main table for 'Fellowship Applicant and Supervisors' has columns for Role, First Name, Last Name, Organization, Attach CV, and Signature Template. The first row shows the data for the 'Fellowship Applicant': Role is 'Fellowship Applicant', First Name is 'Jan', Last Name is 'Doe', Organization is 'University', and there are 'Attach CV' and 'Signature Template' buttons.

At the bottom right of the table, it says 'Last Edited By: Jane Doe, 09/14/2010'.

6. Click on the **Attach**  icon on the right hand side under the **Attach CV** column to browse and attach the **Fellowship Applicant's CV**.
7. Click the **Attach**  icon on the far right hand side under the **Signature Template** column to browse and attach the appropriate [Fellowship Applicant, Supervisor's and Mentor Certification](#).
8. Repeat steps 3 to 7 to add contact information, CV and Fellowship [Applicant, Supervisor's and Mentor's Certification](#) for the Supervisor(s) and Mentor (if applicable). Click on the **Mark as Complete** link to return to the components menu.

Additional Information

Fellowship Supervisor(s)

Fellowship Supervisors are investigators or clinicians holding an academic appointment and involved in areas of investigation or professional practices with a clear and direct relevance to breast cancer and breast health.

Fellowship Supervisors who do not hold an academic appointment may be considered, providing they provide a brief outline of the training program, indicating the research/training facilities available and the organization through

which the funds would be administered.

Fellowship Supervisors are expected to have the skills, expertise and experience necessary to supervise the proposed Fellowship, including past experience in mentorship, supervision and/or staff education. Qualifications and experience will be assessed in relation to the requirements of the Fellowship plan.

Supervisors are expected to provide input and guidance to the fellow regarding their application, and Detailed Project Proposal and to certify with their signature that they have consulted with the applicant and agree to supervise the fellowship.

If at any time during the tenure of the Fellowship award, the Supervisor feels that the progress of the Fellowship recipient is not satisfactory, she/he must immediately notify the Foundation in writing.

For a complete list of Fellowship Supervisor Commitments, please see the *Fellowship Program and Policy Handbook*.

Fellowship Mentors for Physicians

Physician fellows must also name a mentor, in addition to a supervisor, who will advise on the planning, direction, and execution of the proposed mentorship plan. If the Fellowship mentor is not located at the Host Organization, a statement should be provided describing the mechanism(s) and frequency of communication with the candidate, including the frequency of personal meetings. Fellowship mentors should be recognized as an accomplished clinician in the proposed professional/research area and have a track record of success in training and developing independent clinicians with a clear and direct relevance to breast cancer and breast health.

Fellowship mentors are expected to have the skills, expertise and experience necessary to mentor the Fellow, including past experience in mentorship, and/or staff education. Qualifications and experience will be assessed in relation to the requirements of the mentorship plan.

Fellowship mentors are expected to provide dedicated support for Fellow's long-term career plans by motivating, inspiring, and challenging them to excel in their breast cancer career.

Fellowship mentors are expected to provide input and guidance to the fellow regarding their mentorship plan (please see Mentorship plan below for details) and to certify with their signature that they have consulted with the applicant and agree to mentor the fellowship.

If at any time during the tenure of the Fellowship award, the mentor feels that the progress of the Fellowship recipient is not satisfactory, she/he must immediately notify the Foundation in writing.

Mentorship Statement and Plan

The fellow must include the following from their mentor: 1) a statement providing information on his/her clinical qualifications and previous experience as a clinician mentor and; 2) a mentorship plan that describes the following: a) the nature of the mentoring that will occur during the proposed fellowship period (may include networking opportunities, opportunities to join a research team or professional group, writing and/or review of manuscripts, editorials, or commentaries, presentations to colleagues, observation and critique of teaching style, as well as one-on-one meetings to guide the development of the fellow's career path) ; b) a plan for career progression for the candidate to move from the mentored stage of his/her career to independent clinician status, including what aspects of the proposed mentorship plan the candidate will be able to take into their independent position and; c) a method for monitoring the fellow's progression towards independence.

For a complete list of Fellowship Mentor Commitments, please see the *Fellowship Program and Policy Handbook*.

Curriculum Vitae (CV) Requirements – CBCF does not specify a particular format for applicant, Fellowship Supervisor(s) or Fellowship Mentor C.V.'s, however, at a minimum, C.V.'s must include:

Fellowship Applicants:

- Academic Degrees and Awards
- Details of employment since graduation
- Professional Affiliations and activities
- Publications during **the last five years**
- Grant support received during **the last five years**
- Grant support currently held
- Common CV format is acceptable but is not required
 - Applicants are advised to detail any interruptions in their scientific career for information of reviewers.

• **File Naming Convention – Applicant CV :**

[Fellow's surname-cv.pdf]

Fellowship Supervisors, all of the above plus:

- Details of supervisory, teaching and other experience relevant to the supervisory role

• **File Naming Convention – Fellowship Supervisor(s) :**

[Supervisor's surname-cv.pdf]

Fellowship Mentors, all of the above plus:

- Details of mentoring and other experience relevant to the mentorship role
- **File Naming Convention – Fellowship Mentor(s) :**
[Mentor's surname-cv.pdf]

Note: Attach files that are in plain unsecured PDF format

7.10 Resubmission



Applicants re-submitting proposals that were considered, but not funded in a prior funding Call for Proposals must clearly and directly respond to review panel feedback from the prior Call. The prior review panel feedback and applicant's response to the feedback must be saved as an **unsecured PDF** document (please see File Naming Convention below) to attach in this component.

1. Click on **Resubmission** from the components list.

Application Number: 5033

Project Title: Fellowship Fall 2010

Program Area: Ontario - Fellowship Funding

Proposal Deadline: 12/31/2010

Resubmission

Is this a resubmission of a proposal previously reviewed by CBCF?

Yes No

[Return to top to save](#)

2. Indicate with the **"Yes"** or **"No"** button, whether or not this project is a resubmission of a previously reviewed proposal.
3. If **"No"**, click the **"No"** button, then click the **Save**  icon.
4. Click the **Go to Application Forms** link to return to the components menu.
5. If **"Yes"**, click the **"Yes"** button, then click the **Save**  icon
6. Click the 1st **Attach**  icon to browse and attach the prior review panel feedback and applicant's response to the feedback. (**Note:** unsecured PDF format)
7. Click the remaining **Attach**  icons to browse and attach any additional

supporting documents (see **Note** below).

The screenshot shows a web-based application interface for 'Application' (5015 - [TEST] - ON Fellowship Grants Fall 2010). The top navigation bar includes links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. The main content area displays application details: Application Number 5033, Project Title Fellowship Fall 2010, Program Area Ontario - Fellowship Funding, and Proposal Deadline 12/31/2010. Below this, a 'Resubmission' section asks if this is a resubmission of a previously reviewed proposal (Yes). It lists five attachment slots, each with a file icon. A 'Mark as Complete' link is available at the top right of the resubmission section. At the bottom right, it shows 'Last Edited By: Jane Doe, 09/14/2010'.

- Click on the **Mark as Complete** link to return to the components menu

Note: Applicants may attach supporting documents related to their response. These may include references, abstracts, presentations, articles, or other items.

File Naming Convention - Resubmission:

[surname-resubmission.pdf] or
[surname-resub-references.pdf]

Note: Attach files that are in plain unsecured PDF format

7.11 Present Position and Duties



Applicants should use this component to briefly outline their present position and duties.

1. Click on **Present Position and Duties** from the components list.

The screenshot shows a web-based application interface. At the top, there is a navigation bar with links for 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the navigation bar, the title 'Application' is displayed next to a small icon. The main content area shows a summary of an application: '99 - Fellowship - Application 2 August 12', 'Application Number: 145', 'Project Title: Fellowship - August 28'09', 'Program Area: Ontario - Fellowship Funding', and 'Proposal Deadline: 08/31/2009'. A large text input field titled 'Present Position & Duties' is present, with the instruction: 'Provide a summary in lay language, of your present position and description of duties. Please limit your response in this section to 800 characters.' A scroll bar is visible on the right side of the text input field. At the bottom right of the main content area, there is a link 'Return to top to save'.

2. In lay language provide a single-spaced summary of the applicant's *present* position, including a description of current duties and responsibilities. Please include current source(s) of salary support and when/why these will cease (if applicable). Please limit your response to 800 characters (including spaces).
3. Click on the **Save** icon to save the information you have entered
4. Click on the **Mark as Complete** link to return to the components menu.

7.12 Locations of Project(s)



Fellowship training and research projects must be conducted within settings that provide facilities and staff necessary to support the requirements of the Detailed Project Proposal. Provide all locations, *including* Host Organization facilities, where proposed work will take place.

1. Click on **Locations of Project(s)** from the components list.

Locations of Project(s)		Mark as Complete Go to Application Forms
Location of Work:	Description:	Last Edited By:

2. Click on the **Add**  icon at the top of the screen.

3. In the **Location of Work** text box provide the name of the primary location where training/project activities will take place.

4. In the **Description** text box, provide a brief point-form description of the work that will be undertaken at this location. Indicate whether certificates or approvals (for animal care, biohazard, etc.) are required for this location. Please limit your response to 800 characters (including spaces).
5. Click on the **Save**  icon to save the information you have entered
6. Repeat steps 2 to 5 for each additional location.
7. Click on the **Mark as Complete** link to return to the components menu.

7.13 Required Certificates/Approvals



Research funded by the Foundation must adhere to host organization policies and procedures and accepted Canadian standards for scientific research. If a fellow is engaged in research, copies of applicable approval certificates are required prior to the start of the proposed research activities and will be a condition of funding.

Applicable guidelines include but are not limited to:

- [*Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans*](#), published by the Canadian Institutes for Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council of Canada.
- [*Guide to the Care and Use of Experimental Animals*](#), published by the [Canadian Council on Animal Care](#).
- [*Laboratory Biosafety Guidelines*](#), published by the Canadian Institutes of Health Research and Health Canada.

For **each** of the certificate types listed in the **Certificate Type** drop down menu you **must** indicate whether they are "Attached", "Pending" or "Not Required".

1. Click on the **Required Certificates/Approvals** from the components list.

Required Certificates/Approvals								Mark as Complete Go to Application Forms
Certificate Type:	Attached?	Approval Date:	Expiration Date:	Protocol Number:	Issuing Institution:	Other Certificate Type Description:	Attach Certificate:	
Ethical Approval Certificates for Research Involving Humans	Attached							

Last Edited By: John Doe, 09/04/2009

2. Click on the **Add** at the top of the screen.

(instructions continued on next page)

The screenshot shows a WebGrants application window. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the header, the title 'Application' is displayed with a heart icon. A form number '146 -' is shown above the main content area. The main content area is titled 'Required Certificates/Approvals'. It contains fields for 'Certificate Type' (set to 'Ethical Approval Certificates for Research Involving Humans'), 'Attached?' (set to 'Attached'), 'Approval Date' (with a calendar icon), 'Expiration Date' (with a calendar icon), 'Protocol Number' (text box), and 'Issuing Institution' (text box). A note below the approval date field says 'Please provide further details if "Other" is selected for the Certificate Type above.' There is also a text box for 'Other Certificate Type Description'. At the bottom right of the form area, there is a 'Return to top to save' link.

3. Use the drop down menu to indicate the first **Certificate Type**.
4. Indicate for this certificate type, whether the certificate is **Attached**, **Pending**, or **Not Required**.
5. Click on the **Calendar** icon to choose the certificate's **Approval Date** and **Expiration Date**.
6. If attached, enter the certificate's **Protocol Number &** the name of the **Issuing Institution**.
7. If certificate type **Other** was selected, please provide a description of the certificate in the last text box and provide the name of the **Issuing Institution** in the textbox provided.
8. Click on the **Save** icon to save the information you have entered.

The screenshot shows a software interface titled "Application". At the top, there are menu options: "Menu", "Help", "Log Out", "Back", "Print", "Add", "Delete", "Edit", and "Save". Below the menu, the title "Application" is displayed with a small icon. The main area shows application details: "Application Number: 147", "Project Title:", "Program Area:", and "Proposal Deadline: 09/30/2009". A table titled "Required Certificates/Approvals" lists entries for "Ethical Approval Certificates for Research Involving Humans", with columns for "Certificate Type", "Attached?", "Approval Date", "Expiration Date", "Protocol Number", "Issuing Institution", "Other Certificate Type Description", and "Attach Certificate". The "Attached?" column shows "Attached" for the first entry. A green "Attach" button icon is located at the right end of the "Attach Certificate" column. At the bottom of the table, it says "Last Edited By: John Doe, 09/04/2009".

9. To Attach certificate(s) that correspond to the one(s) listed under the **Certificate Type** column, click on the **Attach**  icon at the far right hand side, under the **Attach Certificate** column. Use the browse and attach buttons to browse and attach the appropriate certificate.

File Naming Convention - Attached Certificates:

[surname-approval certificate #.pdf]

Note: Attach files that are in plain unsecured PDF format

10. Repeat steps 2 to 8 and/or 9 to complete each of the remaining certificate types.
11. Click on the **Mark as Complete** link to return to the components menu once all certificate types have been completed.

Note: It is permissible to obtain and submit these after funding approval. If funding is approved, certificates/approvals must then be provided prior to commencement of Fellowship, or prior to commencement of the related Fellowship activity.

Research involving the use of human embryonic stem cell (hESC)

In keeping with Canadian legal requirements and best practices within the field, research involving the use of human embryonic stem cells (hESC) is guided by the CIHR Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans" (TCPS), which include the [Guidelines for Human Pluripotent Stem Cell Research](#) (June 30, 2010 version). Research Ethics Board (REB) approval and approval by the CIHR Stem Cell Oversight Committee (SCOC) are required for any CBCF-funded project proposing to utilize human embryonic stem cells.

7.14 Knowledge Translation Plan

The Canadian Breast Cancer Foundation's vision is to create a future without Breast Cancer. To help us achieve this vision, we invest in relevant and innovative research and training that aims to answer the questions and solve the problems that challenge our ability to completely prevent, diagnose, treat, and control breast cancer.

The fundamental purpose of medical research is to 'advance knowledge for the good of society; to improve the health of people worldwide; or to find better ways to treat and prevent disease'¹. For breast cancer research and training, this means improving our understanding of breast cancer to better prevent, diagnose, treat, and care for those affected by the disease. Answering a particular question or solving a particular problem does not, however, automatically lead to improved health. Putting new knowledge into practice is a process that requires deliberate and carefully considered actions to reach the right audience with the right message to ensure that knowledge is put to use.

The Foundation supports the Canadian Institutes of Health Research (CIHR) definition of Knowledge Translation as, "***a dynamic and iterative process that includes synthesis, dissemination, exchange and ethically sound application of knowledge to improve the health of Canadians, provide more effective health services and products and strengthen the health care system.***" (CIHR, 2012)

The Foundation expects all fellowship applications to include a carefully considered Knowledge Translation (KT) plan that ought to include training in knowledge translation theory and practice.

Following CIHR's lead, the Canadian Breast Cancer Foundation has identified two types of knowledge translation that applicants are expected to consider in the development of their plan:

- 1) Integrated Knowledge Translation (iKT): this type of KT involves those who are the intended implementers of 'new knowledge' gained by the research (i.e. Knowledge Users) from inception of the research (i.e. project development) through to results implementation. This level of involvement ensures that the knowledge being sought, as well as the methods employed to seek it, is relevant (i.e. will fill a gap), and increases Knowledge Users' commitment to utilizing results at the conclusion of the project. While not every project is suitable for a high level of engagement, iKT can occur on a spectrum from low to high engagement, and we encourage all fellows to consider the potential implications of their findings, and to proactively seek to establish the relationships (with clinicians, administrators, and policymakers) that will support putting them into practice from the outset of their research. Knowledge Users may submit a letter of collaboration to articulate their involvement with the

¹ [What is the purpose of medical research?](#) The Lancet, Volume 381, Issue 9864, Page 347, 2 February 2013

- project. For applicants proposing a training program only, iKT plans should describe who will be involved in the training (including supervisors and mentors, as well as other contributors to learning), and what their contributions will be to the overall development of the candidate.
- 2) End-of-Grant Knowledge Translation: this type of KT includes any activity or product aimed at dispersing or applying the results of the research (or training, as applicable). Activities and products range from traditional academic communications such as conference presentations and peer-reviewed publications, to those intended for a broader audience such as websites, workshops, tailored reports, fact sheets with actionable messages, and media and public events. All fellows must publish research findings via traditional academic mediums, as well as undertake strategies to effectively share research results with those who would put the results into practice. For fellows proposing a training program only, this KT plan should include any dissemination activities related to training outcomes (such as presentations at Rounds or departmental meetings), including future career plans and how the knowledge and skills gained will be applied.

Fellows are also strongly encouraged to pursue training in the area of knowledge translation during their fellowship. Available courses and other opportunities for training can be viewed on the Knowledge Translation Canada website [here](#). Developing skills and capacity in knowledge translation will further enhance the fellow's ability to effectively steward research results towards implementation.

Knowledge Translation Plan Requirements:

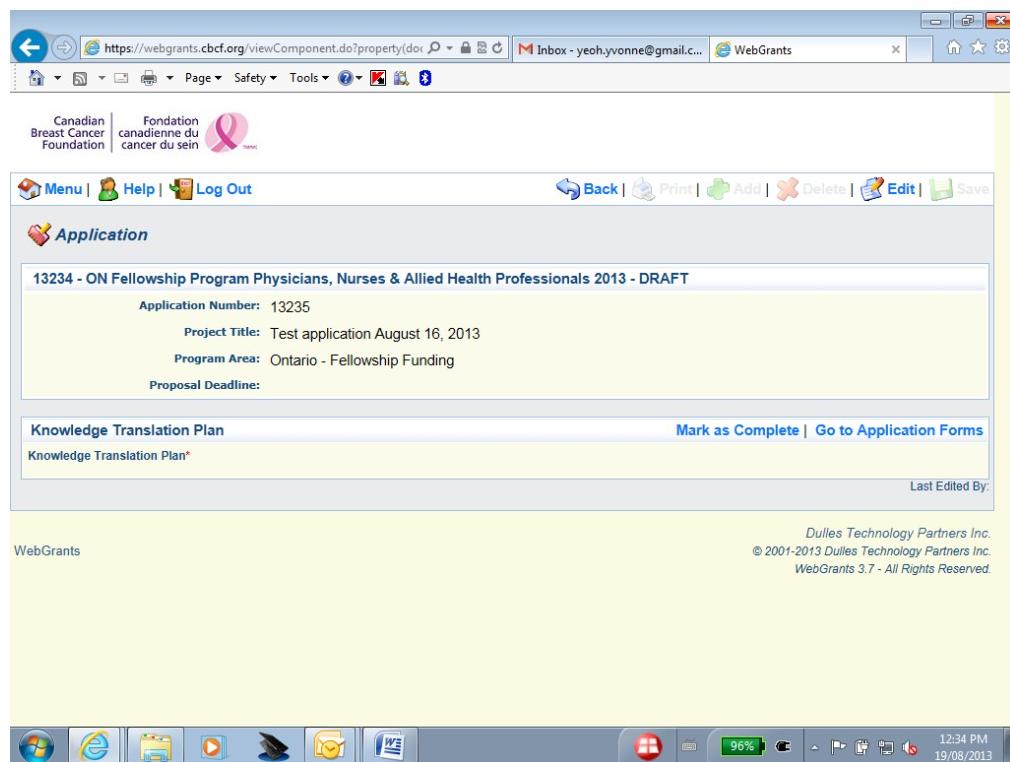
Applicants should submit up to 3800 characters (approximately 650 words) that include the following information:

- An integrated knowledge translation plan that describes the gap this training and/or research will fill and how this was determined; who the knowledge users are who will contribute to this training and/or research, and what contact has been made with them to date, as well as plans for the duration of the award; and any contributions made to the training and/or research by knowledge users to date
- An End-of-Grant KT plan that describes not only the academic communication plan (conference presentations, peer-reviewed journal articles, etc.), but also which products (e.g. reports, fact sheets, workshops) will be targeted to broader audiences; the anticipated impact of the different end-of-grant activities, and how these will be instrumental to the implementation of your research results, and/or how the knowledge and skills gained through training will be implemented and shared

- A follow-up plan that briefly describes how the strengths and weaknesses of the KT plan will be identified, and whether the plan enhanced the use of the fellow's training and/or research results
- A KT training plan that describes details of proposed training opportunities – this could include both formal and informal training such as coursework, literature reviews, mentorship or outreach to knowledge translation experts, etc.

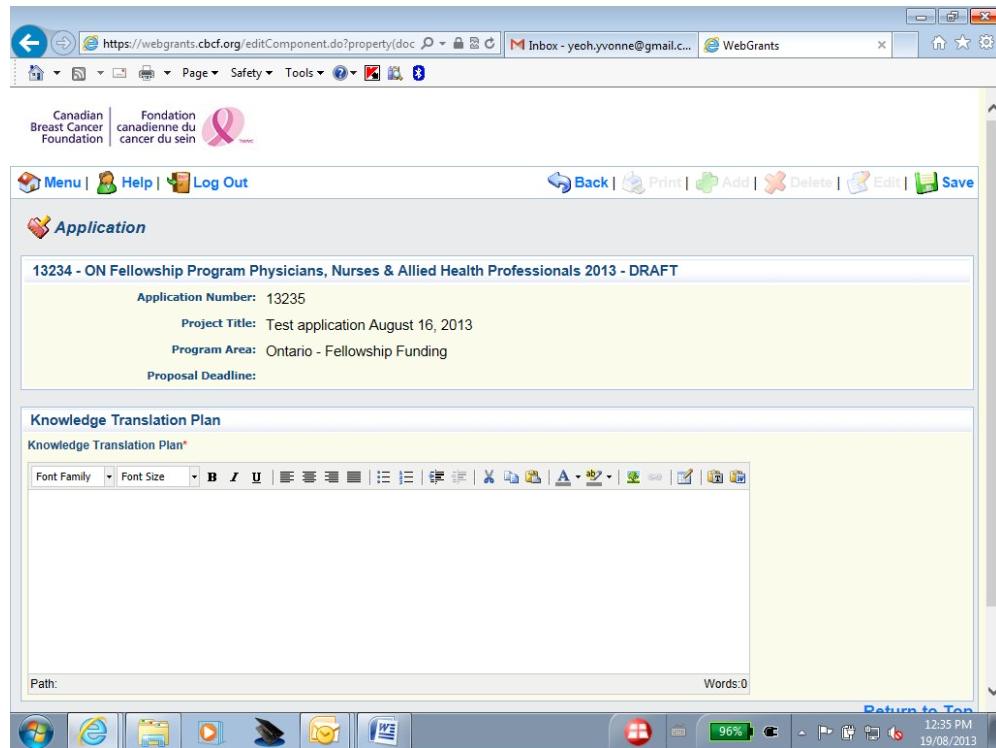
Note: CBCF recognizes that each plan will be unique to the type of research being pursued, and that not all research and/or training will lend itself to the wide range of KT activities available. We also anticipate that KT plans may change during the course of the award to reflect actual research findings. For additional guidance on KT planning, applicants may consult [CIHR's Guide to Knowledge Translation Planning at CIHR: Integrated and End-of-Grant Approaches](#), or e-mail CBCF's KT staff at cbcfallocations@cbcfc.org.

1. Click on **Knowledge Translation Plan** from the components menu.



2. Click on the **Edit** icon at the top of the screen.

(instructions continued on next page)



3. Describe your **Knowledge Dissemination Plan** in the text box provided.
4. Click on the **Save** icon to save the information that you have entered.
5. Click on the **Mark as Complete** link to return to the components menu.

7.15 Funding to Cover Research and Other Expenses



CBCF Fellowship funding does not directly support research expenses, travel expenses, etc. It is expected that the Fellowship recipient will have support from other sources for these items.

In this component, applicants must provide information concerning funding they anticipate receiving, or have applied to receive, toward research or study-related costs such as tuition, travel, supplies, reagents, etc. If the source of funding is from a Research Grant please attach a one-page scientific abstract for the grant (see step 9).

Please include in-kind or financial support from the Host Organization, supervisor's research project or other source, for the proposed investigation and/or fellowship training activities.

1. Click on **Funding to Cover Research and Other Expenses** from the components list.

NOTE: If *no* other sources of support are anticipated, please select the **Mark as Complete** link to indicate that this component has been completed and to return to the components menu.

Application							
5015 - [TEST] - ON Fellowship Grants Fall 2010							
Application Number: 5033 Project Title: Fellowship Fall 2010 Program Area: Ontario - Fellowship Funding Proposal Deadline: 12/31/2010							
Funding to Cover Research and Other Expenses				Mark as Complete Go to Application Forms			
Funding Source:	Expenses Being Covered:	Funding Status:	Start Date:	End Date:	Amount:	Research Grant Title:	Abstract
<small>Last Edited By</small>							

2. If other sources of support *are* anticipated, click on the **Add** icon at the top of the screen.
(instructions continued on next page)

3. Indicate the **Funding Source**.

Examples of sources include: University Departments, CHIR.

The screenshot shows a WebGrants application window. At the top, there are menu options: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the menu, the title "Application" is displayed with a heart icon. The main content area is titled "146 - Fellowship Funding September 4". It contains the following information:

- Application Number:** 147
- Project Title:** Testing
- Program Area:** Ontario - Fellowship Funding
- Proposal Deadline:** 09/30/2009

Below this, the section "Funding for Fellowship Plan Expenses (non-Salary)" is shown. It includes the following fields:

- Funding Source:** [Text input field]
- Expenses Being Covered:** [Drop-down menu: Research project operating expenses]
- Funding Status:** [Drop-down menu: Award/Secured]
- Start Date:** [Text input field with calendar icon]
- End Date:** [Text input field with calendar icon]
- Amount:** [\$0]
- Research Grant Title:** [Text input field]

At the bottom right of the form, there is a link "Return to top to save".

4. Use the drop down menu to choose the type of **Expenses Being Covered**.
5. Use the drop down menu to indicate the **Funding Status**.
6. Click on the **Calendar** icon to choose the anticipated funding **Start Date** and **End Date**
7. Indicate the funding **Amount**. Please indicate the **TOTAL ANNUAL** amount you anticipate receiving from this source.
8. If source of funding is from a Research Grant provide the **Title** of the Grant.
9. If the source is from a research project grant, Click on the **Save** icon, then attach a one-page scientific abstract by clicking on the **Attach** icon at the far right hand side, under the **Abstract** column. Browse and attach the abstract. Ensure that the abstract description clearly identifies the source to which it pertains.

Files should be named as: [surname-abstract [#].pdf]

Note: Attach files that are in plain unsecured PDF format.

The screenshot shows a WebGrants application window. At the top, there are navigation links: 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the header, the title 'Application' is displayed. The main content area shows an application record with the identifier '5015 - [TEST] - ON Fellowship Grants Fall 2010'. Key details listed include: Application Number: 5023; Project Title: Fellowship Fall 2010; Program Area: Ontario - Fellowship Funding; and Proposal Deadline: 12/31/2010. A table titled 'Funding to Cover Research and Other Expenses' is present, with columns for Funding Source, Expenses Being Covered, Funding Status, Start Date, End Date, Amount, Research Grant Title, and Abstract. One row in the table is shown, corresponding to the application record above. The funding source is 'University', expenses are 'Research project operating expenses', status is 'Award/Secured', amount is '\$10,000', title is 'Breast Cancer Research', and there is an 'Abstract' link. A note at the bottom right of the table states 'Last Edited By: Jane Doe, 09/15/2010'.

Funding to Cover Research and Other Expenses							Go to Application Forms	
Funding Source:	Expenses Being Covered:	Funding Status:	Start Date:	End Date:	Amount:	Research Grant Title:	Abstract	
University	Research project operating expenses	Award/Secured			\$10,000	Breast Cancer Research		

Last Edited By: Jane Doe, 09/15/2010

10. Repeat steps 2 to 9 and/or 10 for each additional funding source.
11. Click on the **Mark as Complete** link to return to the components menu.

7.16 References



Three (3 or 4) confidential letters of reference **must** be provided. One letter of reference must be from your Primary Fellowship supervisor and Mentor (if applicable), and two must be from individuals other than the proposed Secondary Fellowship supervisor in the current fellowship application.

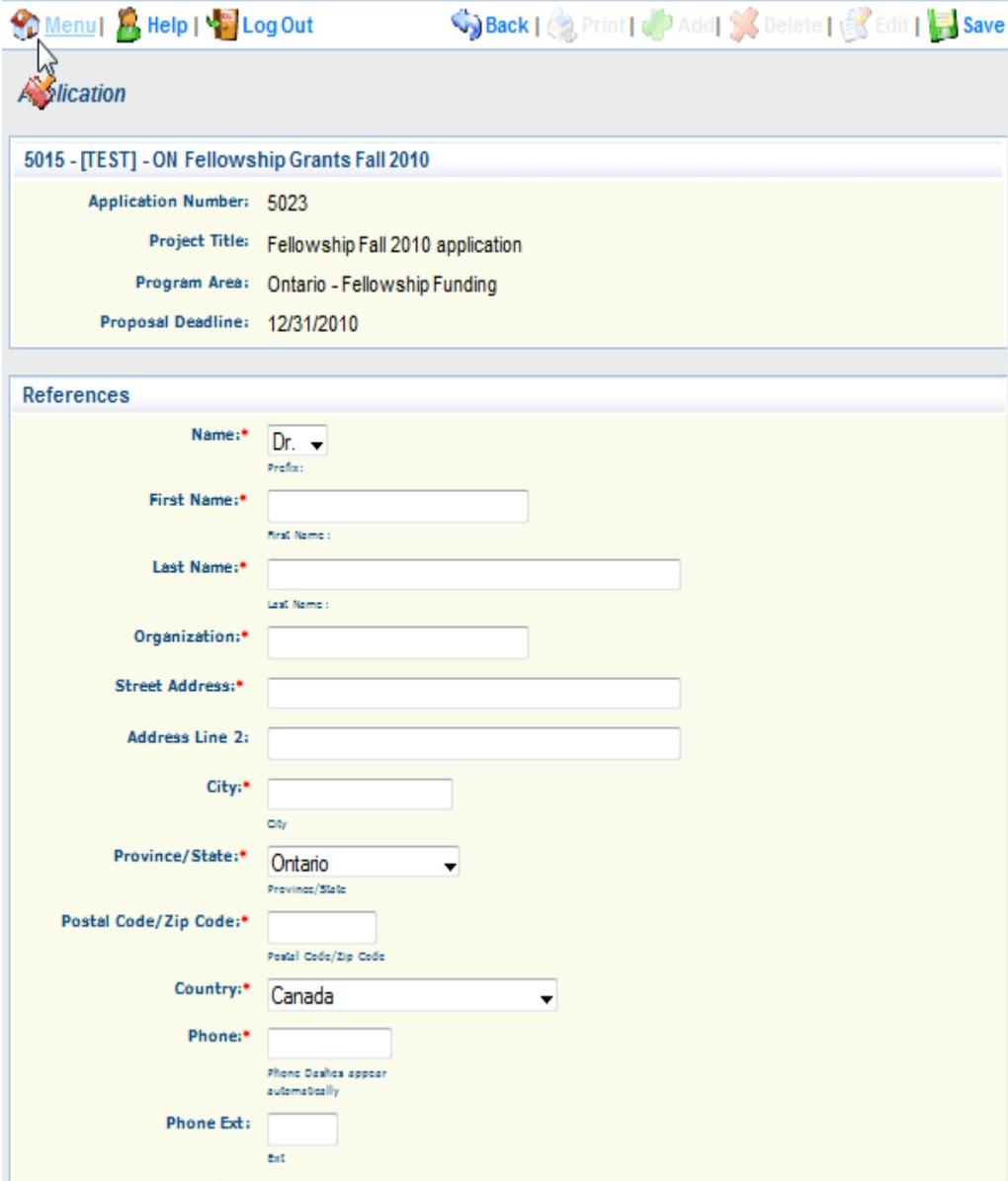
NOTE: Please see [Additional Information](#) below for content instructions.

Please indicate within this component the names and contact information for the two non-Supervisor referees, as well as that of your Primary supervisor and Mentor (if applicable).

1. Click on **References** from the components list.
2. Click on the **Add** icon at the top of the screen.

 	 												
Application													
5015 - [TEST] - ON Fellowship Grants Fall 2010													
Application Number: 5033 Project Title: Fellowship Fall 2010 Program Area: Ontario - Fellowship Funding Proposal Deadline: 12/31/2010													
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">References</th> <th style="width: 50%;">Mark as Complete Go to Application Forms</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;">First Name:</td> <td style="padding: 2px;">Last Name:</td> <td style="padding: 2px;">Organization:</td> <td style="padding: 2px;">Email:</td> <td style="padding: 2px;">Relationship to Reference:</td> </tr> <tr> <td colspan="5" style="text-align: right; padding: 2px;">Last Edited By:</td> </tr> </tbody> </table>		References	Mark as Complete Go to Application Forms	First Name:	Last Name:	Organization:	Email:	Relationship to Reference:	Last Edited By:				
References	Mark as Complete Go to Application Forms												
First Name:	Last Name:	Organization:	Email:	Relationship to Reference:									
Last Edited By:													

(instructions continued on next page)



The screenshot shows the 'References' section of a WebGrants application. At the top, there is a header bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the header, the title '5015 - [TEST] - ON Fellowship Grants Fall 2010' is displayed. Underneath the title, several application details are listed: Application Number: 5023, Project Title: Fellowship Fall 2010 application, Program Area: Ontario - Fellowship Funding, and Proposal Deadline: 12/31/2010. The main form area is titled 'References' and contains the following fields:

- Name:** Dr. (dropdown menu)
- First Name:** (text input field)
- Last Name:** (text input field)
- Organization:** (text input field)
- Street Address:** (text input field)
- Address Line 2:** (text input field)
- City:** (text input field)
- Province/State:** Ontario (dropdown menu)
- Postal Code/Zip Code:** (text input field)
- Country:** Canada (dropdown menu)
- Phone:** (text input field)
- Phone Ext:** (text input field)

3. Complete **ALL** fields on this page, using the drop down menus where applicable.
4. Click on the **Save** icon to save the information you have entered.
5. Repeat steps 2 to 4 for each referee.
6. Click on the **Mark as Complete** link to return to the components menu.

Additional Information

One letter of reference must be from the applicant's Primary Fellowship supervisor and one from the Mentor (if applicable), and two must be from other individuals who are familiar with the applicant's academic and/or professional achievements (in particular with past research and/or clinical work).

The letter from the Primary Fellowship Supervisor should include:

- a statement of support for the applicant, including an assessment of his/her career potential
- details regarding operational funding for research/clinical training expenses related to the Fellowship
- a description of the training environment and opportunities
- a statement as to the applicant's role in the project and in writing the proposal

The letter from the Fellowship Mentor should include:

- a statement of support for the applicant, including an assessment of his/her long-term career plans
- details regarding the time and communications commitment to the applicant
- a statement as to your role as the applicant's mentor

The two letters from other individuals should include a statement of support for the applicant, including assessments of the applicant, in relation to other individuals with approximately the same training and experience, in at least the following areas:

- academic and other preparation for the proposed work
- drive, motivation and career potential
- soft-skills (interpersonal, critical thinking, writing)
- research and/or clinical skills

Note: Letters of reference should be prepared in unsecured PDF format and submitted directly via email to the Canadian Breast Cancer Foundation - Ontario Region by the referees. All letters must be emailed to and received by Ms. Yvonne Yeoh (Email: yyeoh@cbcfc.org) no later than 5:00 p.m. ET, Tuesday, October 15, 2013.

It is the responsibility of the applicant to follow-up with referees to ensure that letters of reference are submitted within the required timeframe. Applications missing reference letters by 5:00 p.m. ET, Tuesday, October 15, 2013 will be ineligible for final review.

7.17 Attachments



This component is used to attach all other documents required as part of a Fellowship application. The following **must** be attached (unless noted below as optional), with descriptions of each provided:

- **Evidence of Canadian citizenship** (scan of Passport [photo page], Birth Certificate) or permanent resident status (Permanent Resident Card [front and back of card]) of Fellowship Applicant.

File Naming Convention – Citizenship :

[surname-citizenship.pdf]

- **Letter of Collaboration (only applicable for fellowship projects with collaborators)** Letters of collaboration must confirm each collaborator's contribution to the fellowship project (or broader research project related to the fellowship project), stating the supplies, services and/or expertise to be provided. All letters of collaboration should be collated and uploaded as one document.

File Naming Convention – Collaboration :

[surname-letter of collaboration.pdf]

- Additional Attachments (optional)

The provision of additional attachments is permitted to present additional background, photographic or other graphical materials. Applicants are advised that reviewers are not obligated to review Additional Attachments, so it is important that all essential information be contained within the ten-page Detailed Fellowship Plan and formally requested Appendices.

Click on **Attachments** from the components list.

Note: This is a required component. **Do not** select "Mark as Complete".

The screenshot shows the main application screen of WebGrants. At the top, there's a navigation bar with links for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar, the title "Application" is displayed. A proposal form is shown with the following fields: Application Number (147), Project Title, Program Area, and Proposal Deadline (09/30/2009). Below the proposal form, there's a section titled "Attachments" with a table. The table has two columns: "Description" and "File Name". There's also a link "Mark as Complete | Go to Application Forms" and a note "Last Edited By:".

1. Click on the **Add** icon at the top of the screen.

The screenshot shows the "Attach File" dialog box. It has two main fields: "Upload File:" with a "Browse..." button and "Description:" which is a text area for providing a description of the file attachment.

2. In the **Upload File** field, use the **Browse** function to search for the document. Please see below for **File Naming Convention**
3. In the **Description** text box provide a description of the file attachment. (This description is required to complete this component).
4. Click on the **Save** icon to save the information you have entered.
5. Repeat steps 1 to 4 for each additional attachment.
6. Click on the **Mark as Complete** link to return to the components menu.

Note: Attach files that are in plain unsecured PDF format.

7.18 Host Organization



CBCF-Ontario Region requires the identification of an eligible Host Organization within the Province of Ontario, to administer proposed fellowships that are funded. Please refer to the *Fellowship Program and Policy Handbook* for a detailed listing of Host Organization commitments and responsibilities.

1. Click on **Host Organization** from the components list.

The screenshot shows the 'Host Organization' section of a WebGrants application. At the top, there is a navigation bar with icons for Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the navigation bar, the title '5015 - [TEST] - ON Fellowship Grants Fall 2010' is displayed. Underneath the title, several application details are listed: Application Number: 5033, Project Title: Fellowship Fall 2010, Program Area: Ontario - Fellowship Funding, and Proposal Deadline: 12/31/2010. The main form area is titled 'Host Organization' and contains a section for 'Financial Office'. This section includes fields for Financial Department, Institution, Street Address, Address Line 2, City, Province/State (set to Ontario), Postal Code/Zip Code, Country (set to Canada), CRA Charitable Registration #, and Contact Person (with dropdown options for Dr., Mr., Mrs., Miss). Most fields have an asterisk (*) indicating they are required.

Financial Office

Approved Fellowship funds must be directed to an authorized Financial Officer at the Host Organization. The Host Organization Financial Officer is also the Foundation's key contact for financial reporting and tracking issues of approved Fellowship funding.

2. Complete **ALL** fields on this page with the Financial Office's information, using the drop down menus where applicable. (Please Note: All fields for the

Financial Office are mandatory, including the Host Organization's **CRA Charitable Registration #** and the **Cheques Payable To** fields)

Media/Public Relations Contact

Media/Public Relations contact information must be provided. The designated contact is the individual who would be the media/public relations contact at the Host Organization, if the Fellowship is approved for funding.

The screenshot shows a web browser window displaying a form titled "Media/Public Relations Contact". The form contains several input fields with validation requirements indicated by red asterisks (*). The fields include:

- Position:*** (dropdown menu)
- Phone:*** (dropdown menu)
 - Phone
 - Fax
- Fax:*** (dropdown menu)
 - Fax
- Email:*** (text input)
- Cheques Payable To:*** (dropdown menu)
- Contact Name:** (grouped fields)
 - Prefix:** (dropdown menu)
 - First Name:** (text input)
 - Last Name:** (text input)
- Position:*** (dropdown menu)
- Phone/Fax:*** (dropdown menu)
 - Phone
 - Fax
- Fax:*** (dropdown menu)
 - Fax
- Email:*** (text input)
- Street Address:*** (grouped fields)
 - Address Line 2:** (text input)
 - City:*** (dropdown menu)
 - City
 - Province/State:*** (dropdown menu)
 - Ontario
 - Province/State
- Postal Code/Zip Code:*** (text input)
- Country:*** (dropdown menu)
 - Canada

At the bottom right of the form area, it says "Last Edited By:". The status bar at the very bottom of the screen displays system information: Dulles Technology Partners Inc., © 2001-2013 Dulles Technology Partners Inc., WebGrants 3.7 - All Rights Reserved, 12:03 PM, 19/08/2013.

Complete **ALL** fields on this page with the Media/Public Relations Contact information, using the drop down menus where applicable.

3. Click on the **Save**  icon to save the information you have entered.
- Click on the **Mark as Complete** link to return to the components menu.

7.19 Host Organization Certification



This application component certifies, through signatures from two **Project Host Organization** signing officers (Department Head or Dean and Executive Authority) that the **Project Host Organization**:

- Agrees to support the Fellowship as outlined within the application, and to abide by the funding terms as outlined in the *Fellowship Program and Policy Handbook*, for approved funding;
- Confirms that the information in the application is accurate and complete to the best of their knowledge.

The Certificate template is to be downloaded directly from this component, and should be completed, signed, scanned, and attached to this component. Where two printed copies have been signed (one by each signatories), these documents should be scanned into one file for uploading into WebGrants.

Applications without all required signatures, declarations and certifications will be ineligible for review.

1. Click on **Host Organization Certification** from the components list.

Note: This is a required component. **Do not select Mark as Complete.**

Menu	Help	Log Out	Back	Print	Add	Delete	Edit	Save										
Application																		
5015 - [TEST] - ON Fellowship Grants Fall 2010																		
Application Number: 5023 Project Title: Fellowship Fall 2010 Program Area: Ontario - Fellowship Funding Proposal Deadline: 12/31/2010																		
Host Organization Certification					Go to Application Forms													
Attached Completed Certificate - 1) Please download the Host Organization Signatures Template from below. 2) Print and complete the template. 3) Then attach the completed template below. See Guidebook for further Instructions. Click here to download the Host Organization Signatures Template.																		
<table border="1"> <thead> <tr> <th>Attachment</th> <th>Description</th> <th>File Name</th> <th>Type</th> <th>Delete?</th> </tr> </thead> <tbody> <tr> <td>Attached Completed Certificate</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table> Last Edited By: Jane Doe, 09/10/2010									Attachment	Description	File Name	Type	Delete?	Attached Completed Certificate				
Attachment	Description	File Name	Type	Delete?														
Attached Completed Certificate																		

2. Click the link **Host Organization Signatures Template** to download the template.
3. Print the **Host Organization Signatures Template**. Have the Department Head or Dean **and** Executive Authority complete and sign the form.
4. Scan and save the completed and signed **Host Organization Signatures Template** on your computer. (Note: unsecured PDF format)
5. Return to the **Host Organization Certification** page.
6. Click on the **Attach Completed Certificate** link
7. Use the **Browse** function to browse and attach the completed and signed **Host Organization Signatures Template**.
8. In the **Description** text box provide a description of the file attachment.
(This description is required to complete this component). Click the **Save**  icon to save the information you have entered.
9. Click on the **Mark as Complete** link to return to the components menu.

Note: The application will not be eligible for review without the completed certification form.

7.20 Suggested Reviewers to Include



Applicants may suggest potential reviewers with appropriate expertise to assess their proposal. Suggested reviewers may be considered by CBCF for inclusion in the application assessment process, but their participation is not guaranteed.

1. Click on **Suggested Reviewers to Include** from the components list.
- NOTE:** If you do *not* have any reviewers to suggest, click on the **Mark as Complete** link to indicate that you have completed this component and to return to the components menu.
2. To add Suggested Reviewers to Include, click on the **Add**  icon at the top of the screen.

Suggested Reviewers to Include		Mark as Complete Go to Application Forms					
First Name:	Last Name:	Organization:	City:	Province/State:	Phone:	Fax:	Email:
Last Edited By:							

(instructions continued on next page)

The screenshot shows the 'Application' screen in WebGrants. At the top, there are navigation links: 'Menu', 'Help', 'Log Out', 'Back', 'Print', 'Add', 'Delete', 'Edit', and 'Save'. Below the header, the title 'Application' is displayed with a small icon. A reference number '146 -' is shown. The main content area has a light yellow background and contains the following information:

Application Number: 147
Project Title: [empty]
Program Area: [empty]
Proposal Deadline: 09/30/2009

Suggested Reviewers to Include

This section contains form fields for entering reviewer information:

- Name:** * Dr. [dropdown] Prefix: [dropdown] First Name: [text] Last Name: [text]
- Organization:** [text]
- Street Address:** [text]
- Address Line 2:** [text]
- Department:** [text]
- City:** * [text] Ontario [dropdown] City [dropdown] Province/State [dropdown] Postal Code/Zip Code
- Country:** * Canada [dropdown]
- Phone:** * [text] Phone [text] Ext
- Fax:** * [text] Fax
- Email:** * [text]
- Area of Expertise:** * [text area]

At the bottom right of the form area, there is a link: **Return to top to save**.

3. Complete **ALL** fields on this page, using the drop down menus where applicable.
4. Click on the **Save** icon to save the information you have entered.
5. Repeat steps 2 to 4 for each additional Reviewer.
6. Click on the **Mark as Complete** link to return to the components menu.

7.21 Suggested Reviewers to Exclude



Applicants may suggest potential reviewers they do not wish to assess their proposal. Potential reviewers named in this component will not be assigned by CBCF to the assessment of your proposal.

1. Click on **Suggested Reviewers to Exclude** from the components list.

NOTE: If you do *not* have any reviewers to exclude, click on the **Mark as Complete** link to indicate that you have completed this component and to return to the components menu.

2. To add Suggested Reviewers to Exclude, click on the **Add** icon at the top of the screen.

Menu Help Log Out Back Print Add Delete Edit Save							
Application							
146 - Application Number: 147							
Project Title: Program Area: Proposal Deadline: 09/30/2009							
Suggested Reviewers to Exclude							
Mark as Complete Go to Application Forms							
First Name: <input type="text"/>	Last Name: <input type="text"/>	Organization: <input type="text"/>	City: <input type="text"/>	Province/State: <input type="text"/>	Phone: <input type="text"/>	Fax: <input type="text"/>	Email: <input type="text"/>
Last Edited By: <input type="text"/>							

(instructions continued on next page)

The screenshot shows a WebGrants application window. At the top, there are navigation links: Menu, Help, Log Out, Back, Print, Add, Delete, Edit, and Save. Below the menu, the title "Application" is displayed with a small icon. The main content area has a header "146 - Application Number: 147". Underneath, there are fields for "Project Title", "Program Area", and "Proposal Deadline: 09/30/2009". A section titled "Suggested Reviewers to Exclude" contains various input fields: "Name:" with dropdown options "Dr.", "First Name:", and "Last Name:"; "Organization:"; "Department:"; "Street Address:"; "Address Line 2:"; "City:" with dropdown options "City" and "Province/State" (set to "Ontario"); "Postal Code/Zip Code"; "Country:" (set to "Canada"); "Phone:" with dropdown options "Phone" and "Ext"; "Fax:" with dropdown option "Fax"; "Email:"; and "Area of Expertise:" with a large text input field. At the bottom right of the form area, there is a link "Return to top to save".

3. Complete **ALL** fields on this page, using the drop down menus where applicable.
4. Click on the **Save** icon to save the information you have entered.
5. Repeat steps 2 to 4 for each additional Reviewer.
6. Click on the **Mark as Complete** link to return to the components menu.

7.22 Submitting your application for assessment

When you have completed all required application components and attachments, it is recommended that you review the application in detail to confirm that no information is missing, and no further edits are required.

Note: Only attach unsecured PDF files (no digital signature, no password protection and no watermark – no background image or stationery formatting applied)

The application can be reviewed, looking at each component individually or by clicking **Preview** link from the Main Application menu. In Preview mode, you will be able to click on the links to all attachments to ensure that they are complete.

When you have finished reviewing your application, click the **Go to Application Forms** link to return to the Components menu. Please make sure that all components are "Marked as Complete". Click the **Submit** link on the Components menu.

You will receive an error message if any component required fields are not complete. Enter any missing information and click the **Submit** link again to submit the application to CBCF for assessment.

You will receive an auto-generated system message that your application has been successfully submitted.

After submitting your application to CBCF all screens become locked. You will be able to view your application but will not be able to make any further changes.

The Foundation will assess your submitted application for eligibility and will advise you by the notification deadline in the Fellowship Program and Policy Handbook whether your application is eligible to be assigned for formal peer review.